



ORIGINAL

UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO:
ForO P8000.1A
G-4/ORD
04 DEC 2003

FORCE ORDER P8000.1A

From: Deputy Commander
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR GROUND ORDNANCE
(SHORT TITLE: SOP FOR GROUND ORDNANCE)

Ref: (a) OPNAVINST 5530.13C
(b) MCO P5530.14
(c) MCO 5500.6F
(d) MCO P4790.2C
(e) ForO P5500.1A
(f) ForO P4790.3A

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policy, assign responsibilities, and prescribe procedures for the management, issue, receipt, use, turn-in, maintenance, transportation and security of ordnance equipment within the Marine Forces Reserve (MARFORRES).

2. Cancellation. ForO P8000.1.

3. Information. This SOP will serve to amplify minimum standard requirements for ordnance material as prescribed by the references. Units below this Headquarters are discouraged from establishing separate or duplicate SOP's on ordnance. Subordinate units will provide local ordnance policy notices to satisfy requirements peculiar to their organization. These policy notices should be maintained with this directive.

4. Summary of Revision. This SOP contains a substantial number of changes and must be completely reviewed.

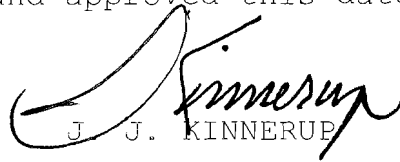
5. Action. Commanders will ensure compliance and issue amplifying instructions as necessary to implement the contents of this SOP. A copy of this SOP will be maintained in all unit armories, ordnance maintenance sections and by ordnance maintenance supervisors within MARFORRES.

ForO P8000.1A

6. Recommendations. Recommendations concerning the contents of this SOP are invited. Such recommendations will be forwarded to the Commander (AC/S G-4/ORD) via the appropriate chain of command.

7. Reserve Applicability. This Manual is Applicable to the Marine Corps Reserve.

8. Certification. Reviewed and approved this date.



J. J. KINNERUP

DISTRIBUTION: D

LOCATOR SHEET

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SOP FOR GROUND ORDNANCE

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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CHAPTER 1

GENERAL INFORMATION

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SOP FOR GROUND ORDNANCE

CHAPTER 1

GENERAL INFORMATION

1000. DESCRIPTION AND PURPOSE

1. General. This Manual establishes policy and provides realistic guidance to all those responsible for ground ordnance operations and functions to include the management, safety, repair, storage, handling, inspection, security, and transportation of ground ordnance material, excluding ammunition. ForO P8011.2 (SOP for Class V (W) Material) addresses the procedures for ammunition.

2. The language in this Manual separates mandatory standards, measures or actions from recommended standards, measures or actions.

a. Directive words (e.g., shall, will, must, etc.) indicate that the standard, action or measure is mandatory.

b. The use of "should" means that the measure or action is required unless the Commanding Officer has a justifiable, compelling reason for not implementing the measure or not taking the action.

1001. APPLICABILITY

1. General. The contents of this Manual are applicable to all units organic and/or attached to MARFORRES.

2. Applicability. The procedures and instructions set forth herein are applicable to all routine training, deployments and combat operations conducted by all units organic and/or attached to MARFORRES unless modified by this Headquarters (G-4/ORD).

1002. RESPONSIBILITIES

1. MARFORRES Ordnance Officer. The MARFORRES Ordnance Officer performs the duties of a special staff officer, under the cognizance of the Assistant Chief of Staff (AC/S, G-4), with respect to ordnance matters. The Force Ordnance Officer's responsibilities include but are not limited to:

a. Serving as the technical advisor to the Commander and staff on all ordnance matters and exercising technical supervision over ordnance activities throughout MARFORRES.

b. Supervising and determining requirements for, and the requisitioning, procurement, storage and distribution of ordnance material. (i.e., infantry weapons, ordnance vehicles, optical instruments, etc.)

c. If required, planning and supervising the recovery, evacuation and maintenance of ordnance material beyond the capability of using units.

d. Coordinating the establishment and operation of ordnance maintenance supply activities.

e. Reviewing inspection reports and providing guidance or assistance to units, as appropriate, on ordnance matters.

f. Reviewing and providing recommendations where necessary on investigations involving ordnance material to the Staff Judge Advocate.

g. Reviewing and providing recommendations to the Supply Officer on modification of allowance requests on ordnance material.

h. Publishing directives relating to maintenance and physical security of ordnance material.

i. Conducting formal/informal, scheduled/unscheduled inspections to determine the effectiveness of maintenance and security programs and the adherence to orders and directives pertinent to ordnance material.

j. Acting as the Military Occupational Specialty (MOS) Sponsor and monitor the MARFORRES requirements for officers and enlisted personnel in occupational fields 21XX.

2. Commanding Officer. Security, accountability, safety of operation, serviceability, periodic inspection, proper care and maintenance of ground ordnance material and equipment are inherent responsibilities of Command. Command emphasis must be placed on ensuring that appropriate resources are available to fulfill these obligations while in garrison, field, or deployed. In the execution of these responsibilities, the Commanding Officer will:

a. Maintain a complete file of all directives and publications that pertain to security and maintenance of ordnance material utilized by the unit. The SL 1-2 and NAVMC 2761 provide

information required to accomplish this requirement. Moreover, references (d) and (f) provide specific information regarding publications and directives.

b. Appoint, in writing, down to and including company, battery, squadron, detachments, and individual deployed units, a commissioned officer, warrant officer or staff NCO as the unit ordnance officer. His/her duties will parallel those outlined in paragraph 1002.1 above. The armory/weapons custodian cannot be appointed as the ordnance officer.

c. Establish effective security and control measures for all ordnance material in accordance with references (a), (b), (c) and (e).

d. Establish an effective maintenance program for all ordnance material in accordance with references (d) and (f).

e. Require the development and use of turnover folders and desk-top procedures for use by ordnance personnel, as set forth in references (d) and (f).

f. Maintain EROs and appropriate ordnance records, including record jackets, gun books and ordnance vehicle logbooks, in accordance with TM 4700-15/1_.

g. Prior to using any weapon, ensure personnel are provided and understand the following instructions:

- (1) Operating procedures.
- (2) Proper safety procedures.
- (3) Immediate action and weapon clearing procedures.
- (4) Care and cleaning.
- (5) Security procedures.

h. Designate, in writing, a commissioned officer, warrant officer, staff NCO, or armorer (primary MOS 2111) to witness the issue and recovery of all weapons.

i. Appoint, in writing, an Armory Key/Lock Custodian, and establish positive key control and inventory procedures for accountability of all unit ordnance keys in accordance with references (d) and (f).

j. Appoint, in writing, an officer/staff NCO to conduct a monthly serialized inventory of ordnance material. The individual conducting this inventory must be a disinterested third party and cannot work in the armory nor be in the supply chain of command.

k. Publish an armory access list for unaccompanied and accompanied access.

l. Ensure security personnel armed with weapons have successfully qualified during the past twelve months and receive documented, quarterly training on the use of deadly force and proper safe handling of the assigned weapon.

m. Designate in writing, crew served weapons teams for each crew served weapon.

n. Appoint, in writing, a unit radiation protection safety officer in accordance with current MCO 5104 and TI-5104-15/2.

o. Ensure an armament summary chart is maintained that provides the required pertinent information on all authorized ground ordnance items.

p. Ensure that prior to requesting authorization for the storage of any Class V (W) material within the armory, that the capacity exists to secure the material under separate lock and key per current MCO P8020.10A_.

3. Unit Ordnance Officer. The unit ordnance officer performs the duties of a special staff officer under the staff cognizance of the S-4 officer with respect to ordnance matters. The ordnance officer's duties include but are not limited to:

a. Serving as the technical advisor to the commanding officer and his staff on ordnance matters and exercising technical supervision over ordnance activities throughout the command.

b. Planning, coordinating and supervising the recovery, evacuation and maintenance of ordnance material.

c. Coordinating or supervising the determination of requirements, storage, and distribution of ordnance material.

d. Coordinating with S-3 to correct any deficiencies in the technical training of ordnance personnel that adversely affect the mission.

e. Ensuring the necessary publications and directives on hand to properly manage equipment maintenance and ordnance security.

f. Supervising the development and promulgation of turnover folders desk-top procedures for use by ordnance personnel.

g. Ensuring that a twice-daily sight count of ordnance items is conducted (original opening and final closing) and the results are recorded and maintained for one year.

h. Ensuring that a monthly serialized inventory is properly conducted and maintained for two years.

i. Ensuring that all sets, chests, and kits are properly inventoried per ref (d), MCO P4400.150_, and UM 4400-124, and the results are maintained for one year.

j. Ensuring that all armory personnel have qualified during the last 12 months with their assigned security weapons, and have signed Deadly Force and Loading and Clearing Procedures within the last 3 months.

3. Armorer/Weapons Custodian. Many of the T/O's in MARFORRES do not include a qualified armorer (MOS 2111). The duties and responsibilities of a weapons custodian parallel those of an armorer. The primary distinction between an armorer and a weapons custodian is the ability of the 2111 to perform authorized preventive or corrective weapons maintenance or modification. The armorer/weapons custodian duties include but are not limited to:

a. Ensuring that all ordnance items are properly accounted for at all times.

b. Ensuring that all ordnance items located within the armory are properly secured.

c. Preparing and maintaining a set of turnover folders/desk-top procedures IAW references (d) and (f).

d. Maintaining a complete file of all directives and publications that pertain to the ordnance material rated or used by the unit. The SL 1-2 and NAVMC 2761 provide information required to accomplish this requirement. Moreover, references (d) and (f) provide specific information regarding publications and directives.

e. Ensuring that ordnance items requiring repairs are tagged

with a properly completed Inspection/Repair Tag (NAVMC 1018).

f. Ensuring maintenance actions are properly recorded IAW ref (d).

g. Ensuring ordnance forms and records are completed and maintained IAW MCO P4400.150_ and TM 4700-15/1_.

h. Ensuring that all PMCS on ordnance material is performed/documented on ordnance material as required by the appropriate Technical Manuals (TM's) and Technical Instructions (TI's).

i. Ensuring second echelon maintenance is performed and any evacuation to intermediate maintenance activities is accomplished in a timely manner. Ensuring that the results of this maintenance is recorded in the weapon record books part I/II and appropriate record jacket when applicable.

j. Maintaining modification control records.

k. Maintaining calibrations control records.

l. Conducting daily sight counts of ordnance material upon the original opening and final closing of the armory and record/file the results and maintain on file for one year.

m. Ensuring a monthly serialized inventory is conducted and the results maintained for two years.

n. Ensuring the storage of all privately owned weapons is approved, in writing, by the site Commanding Officer prior to accepting them into the armory.

o. Supervising SL-3 inventories of all assigned sets, chests and kits by individuals who are assigned the item, (e.g., MK 19 machine gun SL-3's). If the sets, chests and kits are not assigned, then, the reserve armorer/weapons custodian will conduct the inventories and the I-I Staff armorer/weapons custodian will supervise. SL-3 inventories will be maintained for 1 year.

1003. DEFINITIONS

1. Arms. A weapon which will, or is designed to expel a projectile or flame by action of an explosive, and the frame, receiver or major components of such weapons from which a complete weapon could be constructed.

2. Collateral Equipment. The equipment consisting of secondary items which are functionally related to an end item, but are not considered a part of them. The material is identified in the SL-3 (stock list) for the end item under the headings; supply system responsibility, using unit responsibility, and collateral material. An end item is considered complete only when the total quantity of items shown in the SL-3 are on hand. Repair parts, spare parts, and components are not considered collateral equipment.

3. Commanding Officer. The term Commanding Officer used throughout this Manual refers to the unit Commanding Officer, Inspector-Instructor or Officer In Charge (OIC). In those cases where the individual must be the same person who "owns" the consumer level policy account, this SOP will specify "Battalion/Squadron level".

4. Combat Essentiality Code (CEC). A one digit code assigned to a critical item indicating that the item is essential to the conduct of a military mission. The item may be a functional part of an end item, component, or assembly whose failure would make the end item inoperable or incapable of fulfilling its mission.

5. Competent Authority. Superiors in the chain of command and those who are specifically designated in writing to issue orders to law enforcement and security personnel.

6. Deadline. Equipment is considered "non-operational" when placed in a "deadline" status. The three types of deadline are Administrative, Combat and Safety.

7. Equipment Repair Order Parts Bin (Layette). An area where the parts ordered on an Equipment Repair Order Shopping List (EROSL) for a Equipment Repair Order (ERO) are stored waiting to be placed on the equipment. The area can be a shelf, a box or something similar. All parts for the same ERO are kept together in the same bin, the location of which is normally indicated by the ERO number. The parts are also tagged/marked with the applicable ERO number.

8. Evacuation. A controlled process of moving equipment which cannot be maintained or modified by the owner to the organization which can effect the necessary equipment service.

9. Exception. A written relief, not to exceed a 3 year period, when specific security requirements cannot be met in the near-term (usually within 12 months). The format and approval process for an exception request will be as prescribed for waivers. Requests for exceptions will contain an analysis for the problem and detailed description of equivalent security measures in effect.

10. Force/Activity Designator (F/AD). The Force/Activity Designator is an integral part of the Uniform Material Movement and Priority System (UMMIPS). The F/AD is a Roman Numeral (I to V) assigned by higher authority (Force Commander and above) to requisitioning units. An organization's F/AD assignment is permanent until it's mission or status is changed.

11. Force Protection (FP). Security programs designed to protect Service members, civilian employees, family members, facilities and equipment in all locations and situations, accomplished through the planned and integrated application of combating terrorism, physical security, operations security, personal counterintelligence, and other security programs.

12. Keying Alike. Keying or installing the same pinning combination in two or more locks so that one key opens them all. This is not to be confused with "master keying". Keyed alike is authorized for AA&E use.

13. Master Keying. Keying locks so that each lock in a set of locks has its own unique key and a master key that will open all the locks in the sets. Master keying is prohibited for AA&E use.

14. Marine Corps Ground Equipment Resource Reporting (MCGERR). Marine Corps Ground Equipment Resource Reporting items are items of ground equipment determined to be of such importance that their readiness is reported to the CMC on a weekly basis. MCGERR items are identified by TAMCN, in Enclosure (1) of the current edition of Marine Corps Bulletin 3000.

15. Marine Corps Integrated Maintenance Management System (MIMMS). MIMMS is a set of manual procedures which assure the effective maintenance of ground equipment through the control of personnel, money, facilities, and materials. MIMMS is supported by an Automated Information System (AIS) that interfaces with other existing Marine Corps systems and programs. The three MIMMS subsystems are Headquarters Maintenance Subsystem, Depot Maintenance Management System, and Field Maintenance Subsystem.

16. Mission Essential Equipment (Pacing). Pacing items are items of equipment whose availability is essential and indispensable for the execution of a unit's particular wartime mission. These items are of such importance that they are subject to continuous monitoring and management at all levels of command. Items eligible for nomination as pacing items must be listed in the Joint Chief's of Staff (JCS) Major Equipment (MEQPT) file. This JCS file is maintained by the CMC. Pacing items are identified by table of authorized material control

number (TAMCN) in Enclosure 1 of the current Marine Corps Bulletin 3000.

17. Ordnance Material. Individual weapons, crew served weapons, mortars which are portable (60mm/81mm), recoilless weapons, portable rocket/missile launchers, personal weapons which are stored or held in the unit armory, bayonets, combat knives, machetes, night vision equipment, laser equipment, Light Armored Vehicle (LAV), Amphibious Assault Vehicles (AAV), tanks, artillery, binoculars, compasses, sub-caliber firing devices, and the repair parts, associated material and all custody or receipt documentation used there with.

18. Physical Security. That part of security concerned with physical measures designed to safeguard personnel, facilities and equipment.

19. Pre-Expended Bin (PEB). A PEB consists of low-cost, fast-moving parts held by maintenance shops that are replenished on a recurring basis and expended upon issue from the consumer inventory. The criteria for establishing a PEB is set forth in MCO P4400.150_.

20. Recoverable Item Report (WIR). A report used for the recovery, reporting, and management of recoverable items that: cannot be repaired within the resources available to the field commander; is beyond economical repair and requires disposal; or becomes excess to a command's allowance.

21. Repair. The restoration of an item to serviceable condition through correction of specific failure or unserviceable condition.

22. Restricted Area. An area under military jurisdiction in which special security measures are employed to prevent unauthorized entry or to safeguard property or material.

23. Sabotage. An act or acts with intent to injure, interfere with, or obstruct the national defense of a country by willfully injuring or destroying, or attempting to injure or destroy, any national defense or war material, premises or utilities, to include human and natural resources.

24. Security Force. Military police, state, county or city law enforcement personnel designated to respond to an armory assault, alarm or other emergency. (Unaccompanied access personnel are permanent members of the site security force.)

25. SL-3. The Marine Corps Technical Publication System defines an SL-3 as a component list that contains illustrations, technical data and item identification data on collateral and collection-type items such as chests, sets, kits, outfits and assortments, and components to such principal end items as vehicles, weapons, and communications equipment within the Marine Corps. In some instances a technical manual (TM) is used in lieu of an SL-3. The categories for the components of an SL-3 are divided into three general areas: a. Supply System Responsibility Items (SSRI), Collateral Material (CM), and Using Unit Responsible Items (UURI).

26. TAM Control Number (TAMCN). Every item of equipment listed in the Table of Authorized Material (TAM) (NAVMC 1017) has a specific alphanumeric number known as a TAM Control Number (TAMCN). The TAMCN consists of the following three elements: a. Commodity designator, b. Item designator, and c. Class of supply.

27. Table of Equipment (T/E). A document listing the equipment, in TAMCN sequence, which a specific unit is authorized and required to possess and maintain in order to accomplish its mission.

28. Table of Organization (T/O). A document published for every type of unit in the Marine Corps, which indicates the maintenance authority of each unit based on the capabilities, personnel, equipment rated, and careful consideration of the unit's wartime mission.

29. Terrorism. The calculated use of violence or threat of violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

30. Urgency of Need Designator (UND). An alphabetical letter determined by the requisitioning activity, using guidance contained in MCO 4400.16_. The UND used by a requisitioning activity will vary according to the need for the specific items being requisitioned.

31. Waiver. A written temporary relief, not to exceed one year, from specific standards imposed by orders and directives, pending action or accomplishment of action which will result in the conformance with the standards required. Interim compensatory security measures are required.

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CHAPTER 2

ADMINISTRATIVE SECURITY PROCEDURES

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CHAPTER 2

ADMINISTRATIVE SECURITY PROCEDURES

2000. EQUIPMENT RECORD PROCEDURES. The spirit and intent of administrative procedures governing control of weapons are designed to answer two questions: Do we know where our weapons are; and, are they in the hands of authorized individuals? Given the potential weight of the answers to these questions, we must ensure a valid audit trail is established and maintained. Accordingly, units will utilize the following forms and procedures to assist in the accountability, issue, recovery, and security of all weapons and ordnance material.

1. NAVMC 10359, Equipment Custody Record, (ECR Card). The NAVMC 10359 is used for the temporary issue of ordnance items and devices, which are maintained in the armory. The NAVMC 10359 card can be modified as specified in the instructions contained in this directive for unique requirements when issuing other ordnance materiel. UM 4400-15 and UM 4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

2. NAVMC 10520, Weapon Custody Receipt. The purpose of the NAVMC 10520 is to provide a means for controlling individual weapons, crew-served weapons and ordnance equipment when individuals are required to turn in such items to an armory for storage. TM 4700-15/1_, UM 4400-15 and UM 4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

3. NAVMC 10576, Memorandum Receipt for Individual Weapons and Accessories. The purpose of the NAVMC 10576 is to serve as a certificate of inspection that provides a historical record of the weapon's condition at the time of issue and provide an issue/receipt document for individual weapons and accessories. TM 4700-15/1_, UM 4400-15 and UM 4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

4. NAVMC 11186, Crew-Served Weapons Card. The purpose of the NAVMC 11186 is to provide an issue and receipt document for crew-served and vehicular mounted weapons, such as machine guns and mortars. TM 4700-15/1_ provides detailed guidance on responsibility, preparation, filing and disposition.

5. NAVMC 10245, Equipment Repair Order (ERO). The purpose of the ERO is to request modification, calibration, corrective maintenance (CM), preventive maintenance checks and services (PMCS), and limited technical inspection (LTI) on all ground

equipment. An ERO consists of sheets of self-carbonized paper of 4 different colors: white, pink, green, and yellow.

- a. The white copy is the original.
- b. The pink copy is the administrative (key-punch) copy.
- c. The green copy is the shop copy.
- d. The yellow copy, with original ink signature by an authorized individual of the maintenance activity, is the owning unit's receipt for the equipment in the maintenance cycle. The yellow copy of the ERO is maintained by the owning unit until the equipment is returned from the maintenance activity.
- e. TM 4700-15/1_ and UM 4400-124 provide detailed guidance on responsibility, preparation, and disposition.

2001. ISSUE AND RECOVERY PROCEDURES FOR INDIVIDUAL WEAPONS

1. The Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10576 is to serve as a certificate of inspection that provides a historical record of the weapon's condition at the time of issue and provide an issue/receipt document for individual weapons; for example, rifles, grenade launchers, pistols and revolvers. An automated system may be used, providing that the automated system contains the same information required by the manual system. The weapons rack number will be annotated to the right of the ORGANIZATION block. The NAVMC 10576 is filed by weapon type, in alphabetical order, by last name of individual to whom issued.

b. Issue. Each person within a unit should be issued an individual weapon. The source document which prescribes what type of weapon shall be issued is the units table of organization (T/O). The individuals specific (T/O) line number will normally specify either "M" for rifle "P" for pistol. A weapon will not be issued to anyone who has an expired US Armed Forces Identification Card (DD Form 2 MC). The NAVMC 10576 will be filled out at the time of initial issue and final recovery of the weapon. The following actions will be taken in the initial issue process of an individual weapon:

(1) The Commanding Officer (Battalion/Squadron level) will witness the issue and recovery of individual weapons. The Commanding Officer may appoint, in writing, an officer or staff noncommissioned officer, or qualified armorer (MOS 2111) the

authority to witness the initial issue and final recovery of individual weapons. The written designation of personnel appointed to witness the issue/recovery of individual weapons will be readily available within the armory/weapons storage area. Only the current Commanding Officer's signature is valid on the letter of authorization. Conversely, there is no need to re-do any NAVMC 10576's when a Witnessing Officer departs as long as his/her appointment letter is retained on-file in the armory until all NAVMC 10576's with his/her signature have been recovered. (Appendix A)

(2) The witnessing individual will carefully inspect the bore, chamber and stock condition of each weapon at the time of issue/recovery and will record any defects on the NAVMC 10576. To ensure a standard system for recording the results of inspection and certification of weapon condition, the abbreviations and symbols provided in TM 4700-15/1_ will be used exclusively. The witnessing individual will ensure the NAVMC 10576 is completed properly, and sign the Inspecting Officer block of the form.

(3) During initial issue process, the temporary issue of an individual weapon using the NAVMC 10576 form is permissible for a period not to exceed the end of a drill weekend. This will allow time for the NAVMC 10520 to be signed by the Commanding Officer or his designated representative and the individual Marine to accomplish required training. In this case, the NAVMC 10576 would be placed in the weapon's storage rack until the weapon is returned or the NAVMC 10520 Ordnance Custody Receipt is signed and replaces the NAVMC 10576 in the storage rack. The NAVMC 10576 would then be placed in the unit's NAVMC 10576 file.

(4) Only one weapon will be issued on any single NAVMC 10576 with the exception of the M203 grenade launcher/M16A2 rifle combination.

(5) Personnel, such as a SNCO may be issued more than one individual weapon at a time. If his/her T/O weapon is a pistol, a rifle can be issued for annual re-qualification, sustainment training, etc. When this occurs a separate NAVMC 10576 form and NAVMC 10520 card will be required.

(6) The issue inspection recorded on the NAVMC 10576 form will not be conducted by the same individual to whom the weapon is being issued.

(7) Erasures, strike outs, line outs, etc., are not authorized on serial numbers or signatures. If changes are required to the serial numbers or the signatures, a new card must

be issued. Errors in issuing weapon accessories such as magazines, slings or cleaning gear may be corrected by the unit armorer/weapons custodian drawing a single line through the error and initial the deletion of the specific item(s).

(8) The individual's name will be printed exactly as listed on his/her US Armed Forces Identification Card (DD Form 2 MC).

(9) If the local command desires to store and issue bayonets or combat knives from the Armory, "Bayonets" or "Combat Knives" may be annotated on one of the lines of the NAVMC 10576 in lieu of entering them on a Memorandum Receipt for Individual/Garrison Equipment (NAVMC 10577). The method to be used is the prerogative of the command.

(10) Upon completion of the issue, the original copy of the NAVMC 10576 will be retained by the issuing armory and filed by weapon type, in alphabetical. The carbon copy will be given to the individual signing for the weapon.

c. Recovery. Recoveries will be accomplished in the following manner:

(1) Individuals will present their check-out sheet, ID card and NAVMC 10520 card to the armorer/weapons custodian.

(2) Prior to returning the weapon to stock, a recovery inspection is required. Upon completion of the recovery inspection, the armorer or witnessing officer will record the recovery inspection data on the NAVMC 10576 form and compare the condition of the weapon with its condition at the time of issue, considering the time span between the issue and recovery.

(3) If the weapon shows no evidence of improper care or negligence and all issued weapon accessories are present, staple the whole NAVMC 10576 form to the back of the individual's check out sheet.

(4) If the weapon shows evidence of improper care or negligence or the issue weapon accessories are missing, retain the NAVMC 10576 and immediately notify the Commanding Officer, or his/her designated representative, identify the problem or discrepancy, and request instructions on action to be taken.

(5) The Commanding Officer will then take the necessary steps to determine the cause and take whatever disciplinary action may be warranted. Written instructions, in the form of a policy letter, will be provided to the unit armorer/weapons

custodian concerning the recovery of the weapons.

2. The Ordnance Custody Receipt (NAVMC 10520) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10520 is to provide a means for controlling individual weapons, crew served weapons and ordnance equipment when individuals are required to turn in such items to an armory for storage. Give the NAVMC 10520 to each individual assigned an individual weapon, crew served weapon and/or various optical equipment. The individual retains the NAVMC 10520 as long as the item is maintained in the armory. When an individual receives the item, he/she surrenders the NAVMC 10520 to the individual authorized to issue it. The individual CANNOT possess both the NAVMC 10520 and the item of equipment at the same time. Chapter 7 of TM 4700-15/1_ contains specific instructions on NAVMC 10520 preparation.

(1) The Commanding Officer (Battalion/Squadron level) will sign the NAVMC 10520 and ensure that blank NAVMC 10520's are controlled. The Commanding Officer may appoint, in writing, officers or staff noncommissioned officers the authority to sign and control blank NAVMC 10520's. The individual or individuals appointed to sign and control blank NAVMC 10520's will not be the same individual or individuals authorized to maintain weapon custody/security (i.e., the armory/ordnance officer or armorer) or keep accountability records (i.e., the supply officer or supply chief). The appointment letter will not be valid unless it specifically contains the phrase "to sign the NAVMC 10520 card." The appointment letter will have a "Sample Signature" of the appointed individual, be maintained within the unit armory and must bear the current Commanding Officer's signature. Conversely, there is no need to re-do any NAVMC 10520's when individual departs as long as his/her appointment letter is retained on-file in the armory until all NAVMC 10520's with his/her signature have been recovered (Appendix B).

(2) It is the individual Marine's responsibility to retain control of the NAVMC 10520 card while hand carrying it to the Commanding Officer or his/her designated representative for signature, waiting for it to be signed and maintaining positive control over the NAVMC 10520.

(3) To expedite the issue and turn-in of weapons, rifle racks and pistol chests within the armory/weapons storage area will be legibly numbered. When feasible, that number will be stenciled on the left side of the weapon by the use of paint that lends itself to camouflage per TI-8370-15/1. The corresponding number will be annotated on both the NAVMC 10520 card and the

NAVMC 10576. Machine guns will be stenciled on the top cover.

b. Control. Blank NAVMC 10520's must be controlled. NAVMC 10520 cards may be serialized. If NAVMC 10520's are serialized, the following procedures will apply:

(1) Serialize all blank NAVMC 10520 cards upon breaking the sealed wrapper.

(2) Blank serialized NAVMC 10520 cards will be stored under lock in a secure container, the location of which will be designated in writing by the site Commanding Officer.

(3) Maintain a NAVMC 10520 Card Logbook containing a minimum of the following information:

(a) NAVMC 10520 card serial number.

(b) Date issued.

(c) Type of weapon.

(d) Weapon serial number.

(e) Name of individual to whom issued.

(f) Signature of individual to whom issued.

(g) Date recovered.

(h) Signature of individual recovering the NAVMC 10520 card.

(i) Remarks (i.e., lost, stolen, duplicated issue, recovered, etc.).

(4) Once issued, the NAVMC 10520 card will be retained at all times by the individual to whom issued, except when receiving the assigned weapon or equipment from the armory. The individual will have either the NAVMC 10520 card or the weapon/equipment in his possession as specified in TM 4700-15/1_. The NAVMC 10520 card will be recovered by the armorer/weapons custodian when an individual is to be relieved of responsibility for the weapon or equipment.

(5) The signatures on the NAVMC 10520 card remain valid after the relief of a Commanding Officer, or anyone previously

authorized to sign the NAVMC 10520 card. Previous letters of authorization will remain on file within the armory to ensure proper identification of authorized signatures during formal inspections.

c. Lost or stolen NAVMC 10520 cards. Unit Commanding Officer's will take actions necessary to reduce or preclude the loss of the NAVMC 10520 cards. Importance of maintaining the card properly must be stressed to all personnel. Lost or stolen NAVMC 10520 cards will be reported to the Commanding Officer, or designated representative, as soon as possible and one of the following actions will be taken:

(1) Prepare a replacement NAVMC 10520. Print "REPLACEMENT CARD" on the front of the 10520 and draw a blue diagonal (highlighter) line across the front as well. This readily identifies the 10520 as a replacement. Place a label marked "REPLACEMENT CARD" on the corresponding weapon rack and draw a blue diagonal (highlighter) line across it. On the back of the original NAVMC 10576 print "DUPLICATE CARD ISSUED." The Marine must re-initial the NAVMC 10520 block of the original NAVMC 10576 when a duplicate is issued. If the old NAVMC 10520 card is returned, destroy it. If another individual tries to draw the weapon with the lost NAVMC 10520 card, detain the individual and notify the Commanding Officer.

(2) Recover the weapon assigned and issue a replacement weapon.

3. Check In/Out Procedures for an Individual Weapon. The following procedures will be used in the check in/out process for individual weapons:

a. Personal recognition by the armorer/weapons custodian of all persons within the any unit is virtually impossible. Therefore, an individual's US Armed Forces Identification Card and NAVMC 10520 card will be surrendered to the unit armorer/weapons custodian when any assigned weapon/equipment is issued.

b. The amorer/weapons custodian will visually verify the identity of the individual against their ID, verify the name and SSN on the NAVMC 10520 card against the name and SSN on the ID card, and then return the ID card to the individual. It is imperative that these positive identification procedures be enforced. No person with an expired US Armed Forces Identification Card will be issued, or allowed to draw, any weapon or ordnance material. The use of an ID card or a NAVMC

10520 card belonging to another individual to draw a weapon or any other ordnance item is prohibited. (NO EXCEPTIONS)

c. Other forms of identification such as a driver's license, library card, etc., will not be used in place of an actual NAVMC 10520 card as a receipt for a weapon.

d. The armorer/weapons custodian will verify the weapon serial number on the NAVMC 10520 card matches the serial number on the weapon prior to every check out and turn in; with the M203 grenade launcher/M16A2 rifle combination, both serial numbers will be verified.

e. While the weapon is out of the armory, the security of the weapon is the responsibility of the assigned individual.

(1) At all times the weapon will be treated as being loaded.

(2) At no time will any weapon be left unattended.

(3) During the course of training if the weapon has a malfunction or becomes damaged, it is the responsibility of the individual to inform the armorer/weapons custodian.

f. When any weapon is returned to the armory, the armorer/weapons custodian will inspect each weapon for completeness and to ensure that it is clear of ammunition before accepting it into the armory.

g. The armorer/weapons custodian will remove the NAVMC 10520 card from the weapons slot, verify the serial number on the NAVMC 10520 card matches the serial number of the weapon turned in, place the weapon in its assigned slot, and then return the NAVMC 10520 card to the individual. (Weapons will be stored with bolts forward and springs at rest.)

(1) Personnel will receive, or turn-in, only that weapon or NAVMC 10520 card which they have been issued.

(2) If any weapon is turned in by other than the assigned individual, the NAVMC 10520 card will be turned over to the unit Commanding Officer, or designated representative, for appropriate disposition.

h. At the time of the recovery inspection of the weapon, the individual being transferred from the command will surrender the NAVMC 10520 card to the armorer/weapons custodian. The NAVMC

10520 card logbook will be completed and the NAVMC 10520 card destroyed.

4. Issue/Recovery of Weapons to Personnel Hospitalized, On Leave, Temporary Additional Duty (TAD), Confined or in an Unauthorized Absence (UA) Status.

a. Personnel that are hospitalized, on leave or TAD in excess of 30 days will have their weapon and accessories recovered. A weapon will be reissued when they return to the unit.

b. Weapons of personnel confined, or in a UA status, will be recovered immediately.

(1) When the weapon is recovered, the NAVMC 10576 form will be completed and placed in the individual's SRB. Every effort will be made to recover the NAVMC 10520 card at the earliest possible time.

(2) The reissue of a weapon to an individual returning from confinement or UA status will be left to discretion of the unit Commanding Officer/Inspector-Instructor.

c. The issue or recovery of any weapon, either military or personal, to or from a known alcohol/drug abuser or any other type of incident will be at the discretion of the unit Commanding Officer.

5. Issue/Recovery of Weapons to Personnel Receiving Psychiatric Care. The unit Commanding Officer will consult with appropriate medical authorities to determine, on a case-by-case basis propriety of issuing or recovering weapons from personnel receiving psychiatric care.

2002. ISSUE AND RECOVERY PROCEDURES FOR CREW SERVED WEAPONS

1. The Crew Served Weapons Card (NAVMC 11186) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 11186 is to provide an issue/receipt document for crew served and vehicular mounted weapons; for example, machine guns, mortars. Chapter 7 of TM 4700-15/1 contains specific instructions on procedures for issue and recovery of crew served weapons. The NAVMC 11186 will be filed by weapon type, in serial number order.

b. Issue. The NAVMC 11186 will be filled out at the time of initial issue and final recovery of each crew served weapon. A

will be taken in the initial issue process of a crew served weapon:

(1) The site Commanding Officer will appoint in writing, crew served weapons teams for each crew served weapon (Appendix C). Upon receipt of the letter designating the crew served weapons teams, the armorer/weapons custodian will prepare a NAVMC 11186. The crew served team leader will initial for all the accessories, although all members are responsible for the accountability of the accessories and are allowed to draw the accessories by use of the NAVMC 10520 card. Each crew member signing the NAVMC 11186 will be issued a NAVMC 10520 card for that weapon. This will allow any of the crew served team members to draw their designated weapon, and accessories, as ordered by proper authority.

(2) The NAVMC 11186 card will not be destroyed each time a crew member is deleted or added; provided that the crew served team leader does not change. As a crew served team member is deleted and another team member is added, the armorer/weapons custodian will draw a single line through the name of the individual being dropped, initial the NAVMC 11186, recover their NAVMC 10520, add the new team members name in the blocks provided, and issue them a NAVMC 10520 card.

(3) A new NAVMC 11186 will be made, and the old NAVMC 11186 will be destroyed, when a new crew served team leader is assigned. (The old NAVMC 11186 card may be re-used if there is enough room to list all accessories again for new initials. When the accessories are accounted for, the NAVMC 10520 card will be recovered from that departed team leader. One line may be drawn through all accessories. They will be listed once again and be initialed for by the new team leader.)

(4) A new NAVMC 11186 card will be made, and the old NAVMC 11186 will be destroyed, when all of the NAME or ACCESSORIES spaces are filled.

(5) Upon termination of the crew served weapons team, the unit armorer or weapons custodian will recover and destroy all NAVMC 10520's along with the NAVMC 11186.

2003. TEMPORARY LOAN OF ORDNANCE ITEMS

1. Commanding Officer's (Battalion/Squadron level) are authorized to approve requests for the temporary loan of government property with the exceptions noted below. Individuals approving temporary loan requests do so with the understanding that the temporary loan should be in the best interest of the

Marine Corps and that the issue, inspection, and recovery of the equipment is their responsibility. Requests for temporary loan of government property will be approved as follows:

a. Commanding Officer's (Battalion/Squadron level) are authorized to approve requests for the temporary loan of government property (except weapons) between MARFORRES units.

b. The Commander, MARFORRES, (G-4/SUPO), 4400 Dauphine St, New Orleans, LA 70146-5400, will approve/disapprove all request for the temporary loan of weapons. Additionally, the Commander, MARFORRES, (G-4/SUPO), will also approve/disapprove all requests for temporary loans of any equipment to civilian organizations, other military or government agencies, or other branches of service. When submitting a temporary loan request letter, the requesting unit will ensure the text sites the names and unit/organization of the requester, the specific purpose of the loan, the nomenclature and quantity of equipment requested, and a statement as to the impact (if any) that the loan will have on unit readiness/ training.

IN THE CASE OF WEAPONS, THE TEMPORARY LOAN REQUEST LETTER SHALL ALSO CONTAIN A DETAILED STATEMENT REGARDING ALL SECURITY/SAFEKEEPING ARRANGEMENTS AND IDENTIFYING THE QUALIFIED SECURITY PERSONNEL, WHICH WILL BE PROVIDED BY THE UNIT/ORGANIZATION REQUESTING THE TEMPORARY LOAN. THE REQUEST LETTER AND AN ENDORSEMENT FROM THE EQUIPMENT OWNER WILL BE FORWARDED TO MARFORRES, VIA THE CHAIN OF COMMAND.

c. In instances where a temporary loan involves a principal end item (PEI), a joint Limited Technical Inspection (LTI) will be conducted and documented prior to and following the loan. Additionally, a skeleton equipment record jacket will be provided, if applicable.

d. The temporary loan of government property for personal use is not authorized.

2. Where equipment is temp loaned, the unit providing the equipment will prepare an ECR card (NAVMC 10359) per UM 4400.150 and UM 4400-124.

2004. ISSUE AND RECOVERY PROCEDURES FOR OTHER ORDNANCE MATERIEL

1. The Equipment Custody Record (NAVMC 10359) will be prepared and maintained as outlined below:

a. General. The purpose of the NAVMC 10359 is to serve as an issue/receipt document for the temporary loan of organic

property. The Equipment Custody Receipt (NAVMC 10359) is used for temporary issue of highly pilferable ordnance materiel such as binoculars, compasses, night vision sights and machetes for a period not normally exceeding thirty days; however, this period may be extended at the discretion of the unit commander per UM P4400.15. Part III, Section 6 of UM 4400-124 and Figure 21-8 of UM 4400-15 contain specific instructions on procedures for the temporary loan of government property.

b. Issue. The following actions will be taken in the temporary loan of assets to an individual or organization:

(1) The NAVMC 10359 card can be used for the issue of weapons or items of individual equipment to unit officers and SNCO's when required for special occasions (i.e., parades, presentations or change of command ceremonies).

(2) The NAVMC 10359 card will be used for temporary loan of weapons (when properly authorized) in cases where one or more weapons are transferred from one unit to another for less than thirty days.

(3) The NAVMC 10359 card can be used as a receipt document to issue weapons for cleaning details when the weapons are taken out of the armory. Refer to paragraph 2005 for additional details.

3. Recovery. Recovery of equipment issued on a NAVMC 10359 will be accomplished when all actions related to its issue have been completed. An inspection of ordnance items for completeness, cleanliness, and serviceability will be conducted at the time of recovery by unit armorer/weapons custodian. The recovery inventory of collateral equipment will be compared to the issue inventory.

2005. SECURITY AND CLEANING OF STOCK WEAPONS

1. Stock weapons will be afforded the same security as all other weapons.

2. The unit Commanding Officer is responsible for ensuring that all weapons, including stock weapons, are clean. This may be accomplished by the use of a working party within the armory or outside the armory.

3. When using a working party within the armory, the following measures will be employed:

a. The size of the working party must be limited to 2 individuals for each armorer/weapons custodian present. The armorer/weapons custodian present must be listed on the unaccompanied access list.

b. The working party must be under constant supervision.

c. The working party will not be left unattended in the unit armory/weapons storage area at any time. If the armorer/weapons custodian has to leave the armory, he/she will ensure the working party also leaves.

d. Prior to leaving the unit armory/weapons storage area, all working party personnel will be checked to ensure no weapons or parts are removed and a sight count conducted.

2006. ARMAMENT SUMMARY CHART

1. An armament summary chart will be maintained in every unit armory/weapons storage area (Appendix D). This chart will contain pertinent information on ordnance materiel rated by the unit, to include the status of those items updated on a daily basis. The armament summary chart should not be viewable to those standing outside the armory.

2. At a minimum, this chart will contain NOMENCLATURE, TAMCN, ID#, T/E QTY, T/A QTY, ON HAND (O/H) QTY, and QTY DEADLINED. The chart will also have a REMARKS column for amplifying information, such as document number of requisitioned shortages, authorization for special allowances, ERO number for evacuated equipment or pending investigations, etc..

2007. MONTHLY SERIALIZED INVENTORY. The Commanding Officer will appoint, in writing, a disinterested third party (E-6 or above) to conduct a Monthly Serialized Inventory of all weapons using an extract of the current armory Consolidated Memorandum Receipt (CMR) (MCO P4400.150_, par 2006 applies). The appointee may be active or reserve, and shall not have any involvement in the armory or the accountability/reporting of weapons (Supply). The appointment letter, CMR extract, and written results shall be maintained for two years (ref (a), par 0505a(1) applies).

2008. REPORTING OF MISSING, LOST, STOLEN, OR RECOVERED (MLSR) GOVERNMENT PROPERTY. Missing, lost, stolen or recovered (MLSR) weapons, ammunition or serialized items of ordnance equipment will be reported per MCO 4340.1, MCO P4400.150 and SECNAVINST 5500.4. Such reports are in addition to reports of investigation as may be prescribed by current legal directives. SECNAVINST

5500.4 and MCO 4340.1 prescribe policy and procedures for reporting MLSR property. Reports will be submitted within 48 or 72 hours per references. Immediately notify this command (G-4 Ord/FAC) if weapons, including special services weapons, are stolen.

2009. INVESTIGATION OF MISSING, LOST, STOLEN, OR RECOVERED
(MLSR) GOVERNMENT PROPERTY

1. Investigation of MLSR government property will be conducted per MCO P4400.150_, consumer level supply policy manual, and ForO P4400.
2. Investigations will be conducted in an expeditious manner and should be completed within 10 days. A copy of the investigative appointing order will be kept on file in the armory as appropriate.

SOP FOR GROUND ORDNANCE

CHAPTER 3

PHYSICAL SECURITY

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CHAPTER 3

PHYSICAL SECURITY

3000. GENERAL

1. Each site Commanding Officer is responsible for physical security and loss prevention within his/her command while in garrison, field, or deployed. Physical security measures are physical security equipment, procedures, or devices that are used to protect security interest from possible threats. Potential threats include, but are not limited to:

- a. Criminal elements.
- b. Terrorists or saboteurs.
- c. Paramilitary forces.
- d. Protest groups.
- e. Disaffected persons.

2. Weapons, ammunition and other negotiable military equipment have always been a target of pilferage in the armed services, either for personal or monetary gain or for subsequent barter. The proliferation of dissident groups and their willingness to use weapons and explosive devices in the fulfillment of their objectives has placed a high premium on arms, ammunition and military equipment. This has resulted in an increased risk that organized dissident groups will attempt to procure this equipment through covert theft or overt seizure.

3. The site Commanding Officer is responsible for safeguarding the weapons and ordnance material within his/her command. It is recognized that such equipment must be readily available to each Marine on short notice. However, such availability must be balanced against the possible loss of life and property, should this equipment find its way into the hands of hostile dissident elements.

4. All portable ordnance items are particularly vulnerable to theft. However, the greatest concern is for those items which would cause loss of life or endanger the preservation of law and order if in the hands of persons with malicious intent or used for unlawful purposes. Specifically, these include weapons of all calibers, their respective repair parts, and ammunition. Other "negotiable" military items are bayonets, combat knives, global positioning systems, and optical equipment to include binoculars and night vision devices.

5. Armories offer the most inviting and lucrative source for violence oriented groups. The number of thefts of weapons from military installations by groups of armed intruders serve to demonstrate the seriousness of the threat. In many thefts that have been committed, it was apparent that the act could only have been accomplished with the aid of someone knowledgeable of the security procedures. Theft often occur by one of the following means:

- a. Theft by the individual issued the ordnance item.
- b. Falsifying authorized documents to gain access to weapons or storage areas.
- c. Forced entry into an armory either by armed or unarmed personnel.

6. This chapter provides realistic guidance and prescribes the minimum physical security procedures for safeguarding weapons and ordnance material which are identified by security Risk Category II, III and IV as outlined in Appendix E. Commanding Officer's may direct additional, more stringent protective measures when common sense and mature judgment dictate.

3001. COMMAND SECURITY OFFICER (CSO). The site Commanding Officer will appoint, in writing, a Command Security Officer for his/her organization (ref (b), par 1008 & 1009 applies). The CSO will be the focal point for all physical security related issues and will report directly to the site Commanding Officer in all matters pertaining to physical security. The CSO will be an Active Component Marine (E-6 or above). The CSO will not be the site Commanding Officer, armorer/weapons custodian, or supply personnel. The duties and responsibilities of the CSO are found in ref (b), paragraph 1008 and MCO P4400.150_, chapter 7. A sample appointment letter is located in Appendix F.

3002. ARMS, AMMUNITION AND EXLOSIVES (AA&E) OFFICER. The Commanding Officer will appoint, in writing, an AA&E Accountability Officer with responsibility for all AA&E accountability matters and to ensure command-wide compliance with all regulations. The duties and responsibilities of the AA&E Officer are found in ref (a), par 0505 and MCO 4400.150_, par 7002.6.

3003. LOCAL SECURITY SURVEY (LSS). The site Commanding Officer or CSO will conduct a Local Security Survey (Appendix G) at least every twelve months and maintain records of the three most recent surveys for a review during assistance visits and command inspections (ref (a), par 0208; & ref (b), par 3001 apply).

3004. RESTRICTED AREAS. There are three types of restricted areas:

1. Level One Restricted Area. Marine Corps Reserve centers, and surrounding real estate are classified as Level One Restricted Areas. This area may serve as a buffer zone for Level Two Restricted Areas. Level One Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause damage to the command's mission. Uncontrolled or unescorted movement may or may not permit access to a security interest or asset.

2. Level Two Restricted Area. Marine Corps Reserve center armories are designated as a Level Two Restricted Area. Level Two Areas contain a security interest, which if lost, stolen, compromised or sabotaged would cause serious damage to the command mission or national security. Uncontrolled or unescorted movement could permit access to the security interest. Entry into these armories shall be restricted to personnel whose duties require access and who have been granted authorization by the site Commanding Officer.

3. Level Three Restricted Area. This is the most secure type of restricted area. Level Three Areas contain a security interest that if lost, stolen, compromised or sabotaged would cause grave damage to the command mission or national security. Access constitutes, or is considered to constitute, actual access to the security interest or asset.

4. Designation Of Restricted Areas. The site Commanding Officer will identify and designate, in writing, all restricted areas within his/her command to include whether or not these areas are vital or substantial to national security (ref (b), par 3005 applies). This letter will be updated annually and furnished to the military, state, county, or city law enforcement department designated to respond to an armory assault or other emergency. A current copy of this letter will be maintained in the armory files.

3005. CLEAR ZONES. Clear zones shall extend a minimum of 20 feet on the outside of the perimeter fence and 30 feet on the inside (ref (b), par 5008 applies). Clear zones, to include the fence, shall be free of all obstacles and vegetation which would reduce the effectiveness of the physical barrier.

3006. SIGNS AND POSTING OF BOUNDARIES

1. Perimeter fencing will have U.S. GOVERNMENT PROPERTY - NO TRESPASSING signs posted, on center, not less than every 200 feet, along the entire fence line (ref (b), par 3006 applies).

2. The armory will have a WARNING - RESTRICTED AREA - KEEP OUT - AUTHORIZED PERSONNEL ONLY sign posted on the facing wall, adjacent to the armory door in such a manner as to be visible to all those approaching the armory whether the vault door is open or closed. The top edge of this sign will be approximately 72 inches above the deck.

3. Where a language other than English is prevalent, restricted area warning signs will be posted in both languages.

4. All words, except WARNING, will be black. The word WARNING will be red. All wording will be on white backgrounds to obtain maximum color contrast.

5. Signs will be properly maintained. Defective and faded signs will be replaced.

3007. FORCE PROTECTION CONDITION (FPCON). The Force Protection Condition system, formerly known as Threat Condition (THREATCON), describes the progressive level of protective measures that are implemented by all DOD components in response to terrorist threats to U.S. military facilities and personnel. The FPCON levels are NORMAL, ALPHA, BRAVO, CHARLIE and DELTA (Appendix H). Commanding Officer's should refer to the current edition of MCO 3302.1_ for additional guidance regarding FPCONS.

3008. ARMORY ACCESS. Entry into Marine Corps Reserve center armories will be limited to those persons necessary for performance of essential armory operations. The site Commanding Officer is responsible for approving all unescorted and escorted armory access. (Escorted access maybe approved by his/her designated representative.) Individuals granted escorted access shall enter and/or occupy the armory only when under continuous armed escort.

3009. UNACCOMPANIED ACCESS LIST (UAL). The Unaccompanied Access List is applicable to site or unit personnel only.

1. The site Commanding Officer will grant, in writing, unaccompanied access to the unit armory (ref (a), par 0407 & 0914 apply) (Appendix I). Unaccompanied access is limited to a maximum of four individuals. This access should be limited to armorers/weapons custodians, and those alternate personnel who would require unaccompanied armory access in their absence. Marines on the UAL may be active or reserve personnel. Marines on the UAL will be given only one element of armory access. The site Commanding Officer will not be on the UAL, nor have any element of armory access. A&E record keeping personnel shall not be assigned unaccompanied access to the armory.

2. Unaccompanied access will not be granted until the site Commanding Officer has interviewed the candidate, completed the access screening form (NAVMC 11386) (Appendix J) and filed this in his/her training record, and all of the following requirements have been met:

a. The nominee has demonstrated maturity, leadership and weapons handling confidence.

b. The nominee has been properly screened. Screening will require, at a minimum, a review of the individuals Medical Record, Service Record Book (SRB) or Officer Qualification Record (OQR). Screening will be documented with a Unit Diary entry using Type Transaction Code (TTC) 489 (A&E screen). Those individuals assigned will be re-screened annually.

c. The nominee has, at a minimum, been the subject of a completed favorable Entrance National Agency Check (ENTNAC) type I or National Agency Check (NAC) type II. The NAC process can take several months; therefore, commanders should be aware and plan accordingly.

d. The nominee has received documented "Deadly Force Instructions" (Appendix K), within the last three months, and this has been filed in his/her training folder.

e. The nominee has received documented instruction in "Loading and Clearing Safety Procedures" (Appendix L), within the previous three months, and this has been filed in his/her training folder.

f. The nominee has successfully qualified with the M9 pistol within the previous twelve months. (Note: Individuals must be currently qualified with the type weapon they are armed with during the performance of their normal duties. No exceptions.)

3. The UAL will be posted within the armory, out of view to those standing outside the armory.

4. Members of the UAL are permanent members of the Auxiliary Security Force, and will be armed with the 9mm service pistol during the performance of security duties (MCO 5500.6, par 6(f) applies). The 9mm service pistol will be carried fully loaded with a round in the chamber (14 rounds in the magazine), slide forward, hammer down, safety on. At least one additional fully loaded magazine (15 rounds) will be carried.

5. The use and/or possession of privately owned (personal) weapons and ammunition by military personnel while in the performance of assigned duties is strictly prohibited (MCBul 8011, par 1002.5; & ref (b), par 4008.1 apply).

6. When UAL personnel are working within the armory or weapons storage area, facilities must be locked from the inside. At no time will personnel be locked within the armory without the ability to open the lock from the inside.

7. While engaged in the performance of their duties, members of the UAL must carry a duress alarm on their person.

3010. ACCOMPANIED ACCESS LIST (AAL). The Accompanied Access List is applicable to site or unit personnel only.

1. The site Commanding Officer will grant, in writing, accompanied access to individuals, not on the Unaccompanied Access List, who are given one element of armory access. Personnel on the Accompanied Access List will be authorized escorted access to the unit armory. The site Commanding Officer will not be on the Accompanied Access List, nor have access to any element of armory access.

2. Individuals will not be assigned to the AAL until all of the same preliminary requirements are completed as are expected of the Unaccompanied Access Personnel (par 3009.2 of this SOP applies).

3. Personnel on the AAL must be accompanied by an individual on the Unaccompanied Access List.

4. Members of the AAL are permanent members of the Auxiliary Security Force.

3011. TWO-MAN RULE. The Two-Man Rule is unique to MARFORRES. It is intended to prevent any single individual, acting alone, from ever obtaining access to the interior of the unit armory or weapons storage area. Under this rule, two separate personnel, each having only one element of armory entry, are required during each original opening and final closing of the unit armory. Entry elements consist of the armory vault door combination and the Intrusion Detection System (IDS) access code. Under the Two-Man Rule, no one person shall ever possess both elements of armory entry. No exceptions.

3012. OFFICIAL VISITORS. Visitors will be admitted to the unit armory only after approval by the site Commanding Officer or his/her designated representative (ref (a), par 0405 applies). Access into the armory spaces will be granted only after a

positive ID and log entry has been made, and after the visitor is asked if he is carrying any weapon or contraband. Individuals will surrender all weapons and contraband before entering the armory, or have access denied. Visitors must be accompanied by an armed escort at all times and kept under observation/supervision for the duration of their armory visit.

3013. ARMORY ACCESS LOG. An Armory Access Log will be used to record entry into the unit armory. The following measures will be employed:

1. Unaccompanied access personnel will not log in/out during normal working hours. During "after hour" periods, unaccompanied access personnel will log-in all entries and exits.
2. Accompanied access personnel will log in/out for all entries and exits.
3. Official Visitors shall be logged in/out for all entries and exits. All visitors will show the armorer/weapons custodian a valid military or other form of picture ID before access is granted.
4. The Armory Access Log will include DATE, TIME-IN, RANK/GRADE, ORGANIZATION, NAME, SIGNATURE, PURPOSE, TIME-OUT, ID VERIFIED BY, and ESCORTED BY.

3014. ARMORY KEY/LOCK CUSTODIAN. The site Commanding Officer will appoint, in writing, an Armory Key/Lock Custodian and Alternates for his/her unit (ref (a), par 0206 & ref (b) par 3007.1 applies). The duties of the Armory Lock/Key Custodian include assuring proper custody and handling of all AA&E related keys and locks. The Armory Key/Lock Custodian may also be the Command Security Officer (CSO). Neither the site Commanding Officer or armorer/weapons custodian will be assigned as the Armory Key/Lock Custodian.

1. The appointment letter will be held within armory files during the tenure of the Key/Lock Custodian; the letter will be protected from public view. When Key/Lock Custodians are reassigned or transferred the original letter shall be filed for one year and then disposed of.
2. The Primary Armory Key/Lock Custodian, and his/her Alternate, will be assigned either Accompanied or Unaccompanied Access and given one element of armory access.
3. The Primary Armory Key/Lock Custodian, or his/her Alternates, will be present at each original opening and final closing of the

armory in order to issue/retrieve the armory keys and verify the daily weapons sight count.

4. A sample appointment letter may be found in Appendix M.

3015. ARMORY KEY/LOCK AND COMBINATION PROCEDURES. Lock and Key Controls are used to ensure continuous accountability of all armory related keys, locks, and electronic or dial combinations.

1. Armory keys will not be left unattended or unsecured at any time (ref (a), par 0206c applies). When not attended or in use - that is, in the physical possession of authorized personnel - keys will be secured in containers which provide protection commensurate with that for the materials to which the keys allow access.

2. Armory keys will be issued only to personnel on the unit Unaccompanied Access List. The armorer/weapons custodian will keep the unit armory keys secured on his/her person during normal working hours. Armory keys will be turned in to the Primary Armory Key/Lock Custodian at the close of the working day.

3. Armory related keys will be maintained and stored separately from all other keys. Only the Primary Armory Key/Lock Custodian, and his/her Alternate's, will have access to the armory key safe/container.

4. Master keying of armory padlocks is prohibited (ref (a), par 0206k applies). Keying alike of low security, armory padlocks is authorized.

5. When arms and ammunition are stored near one another, keys to those storage areas/containers may be maintained together. Keep the number of keys to a minimum.

6. In the event of lost, misplaced, or stolen keys, the affected locks or cores must be replaced immediately. Secure replacement or backup locks, cylinders, and keys to prevent unauthorized access to them.

7. Each unit will maintain a minimum 10-15% backup of 5200 series locks. Series 5200 padlocks do not have to be rotated unless they become worn or unserviceable.

8. The Armory Key/Lock Custodian will inventory all armory keys and locks semi-annually and retain inventory results for one year. The inventory will include all duplicate keys and spare locks. Key inventories will be established, and contain the following header columns: serial number of key, manufacturer, specific application of key, location of duplicate(s) and

remarks. Additional header columns may be used as necessary.

9. The Armory Key/Lock Custodian will maintain a Key Control Log to ensure continuous administrative accountability for keys. Each issue and recovery of keys will be recorded in the Log. Retain completed Key Control Logs for at least 18 months after the last entry.

10. Keys to armories, racks and containers may not be removed from the home training center (HTC) except to provide for protected storage elsewhere. Unauthorized possession of keys, key blanks, keyways, or locks adopted by a DOD component to protect AA&E is a criminal offense punishable by fine or imprisonment of up to 10 years or both (United States Code, Section 1386 of Title 10 applies).

11. Combination/Lock Rotation. The armory main door combination or high security lock shall be changed: annually, upon change of responsible personnel, after an attempted or successful forced entry, or if the combination/key is lost or compromised. These changes shall be recorded and maintained for three years.

12. The unit armory must be secured (vault door locked/IDS activated) whenever the unit armorer/weapons custodian is not armed, carrying the mobile duress alarm, and physically present at the Home Training Center (HTC).

13. Armory keys will be stored in one of three ways:

a. Secured in a GSA-approved safe, within the unit armory, protected by the IDS.

b. Secured in a GSA-approved safe, outside the unit armory, within the Reserve Center. (Note: If stored in this manner, the GSA approved safe must be protected by the armory IDS.)

c. Secured in a locked box (ammo can with 5200 series padlocks) held at a local law enforcement agency safe or secure room.

14. All duplicate armory keys and combinations will be placed in a sealed envelope within the GSA-approved armory key safe. This envelope will be drawn only in case of an emergency, when a new key or combination replaces the old one, or upon semi-annual inventory.

3016. SAFES, ARMS RACKS, AND STORAGE CONTAINERS. Weapons will be stored in banded crates, standard issue (or locally fabricated) arms racks, or a class 5 GSA-approved container (ref

(a), par 0301d applies).

1. Arms racks will be locked with series 5200 padlocks. Bolts used to secure racks must be spot welded, peened, or otherwise secured. Chains used to secure racks will be heavy duty hardened steel or welded, straight link, galvanized steel, of at least 5/16-inch thickness, or equivalent. An example of an equivalent chain is type 1, grade C, class 4, NSN 4010-00-149-5583, NSN 4010-00-149-5575, or NSN 4010-00-171-4427.
2. Hinged locking bars for racks will have the hinge pins welded or otherwise secured to prevent easy removal. All racks must be constructed to prevent removal of a weapon by disassembly.
3. Arms racks and containers weighing less than 500 pounds (with weapons) will be fastened to the structure, or fastened together in groups that have a total weight of 500 pounds with bolts and chains.
4. When weapons are in transit, stored in depots or warehouses, or held for contingencies, crates or containers will be fastened together in groups totaling at least 500 pounds and banded or locked and sealed.
5. Locally fabricated weapon racks may be utilized. The design and construction material of locally fabricated racks must be reviewed and approved by MARFORRES (FAC).

3017. WEAPONS BOLT STORAGE

1. All armories that meet the standard or hardened structural criteria listed in ref (e), paragraph 9002 and 9003, may maintain their weapons bolts within the weapon.
2. For armories located outside a military installation, bolts of Risk Category II arms must be removed and secured in a separate Class V three position combination safe under any of the following conditions (ref (a), par 0301g applies):
 - a. Facility does not meet structural criteria;
 - b. Increased threat conditions;
 - c. Inoperative IDS;
 - d. During periods of annual field training if arms are left in the facility; or
 - e. At the decision of the Commanding Officer having direct security responsibility for the facility.

Note: Bolts so removed will be tagged with the weapon's serial number to ensure return to the same weapon. Etching of weapon's serial number on the removed parts is prohibited.

3018. DAILY SIGHT COUNT

1. Marine Corps activities will conduct and record an inventory of all weapons at each Original Opening and Final Closing of the unit armory (ref (a), par 0503a(1) applies). Both personnel present for the Two-Man Rule requirement will sign these inventories. The unit armory will be opened and Sight Counts will be conducted at least twice weekly. Daily Weapons Sight counts will be kept for 3 years.

a. All other weapons on charge to the unit that are not physically stored in the armory, i.e., evacuated for maintenance, will be accounted for upon opening and closing, by the armorer/custodian.

b. In addition, the armorer/custodian may hold a sight count inventory, each time, before working parties, contact teams or personnel other than the assigned custodians depart the armory.

c. A sight count will be conducted when the individual who initially checked out the armory keys, transfers those keys to another person who is authorized to receipt for them.

d. Additionally, the TOW MGS, TOW day/night optical sights, and Javelin command launch units (CLU) stored in the weapon storage area will be included on the daily sight count.

2. OPNAVINST 5530.13B makes no mention of a requirement to conduct daily sight counts on any other ordnance materiel, such as optical equipment, bayonets, K-bars, etc.. As part of the "ordnance function" these counts/inventories are optional and at the discretion of the Commanding Officer (Battalion/Squadron level).

3019. INTRUSION DETECTION SYSTEM (IDS). An Intrusion Detection System (IDS) is an essential element of any in-depth physical security program. The IDS augments other physical security procedures, devices and equipment. An IDS consists of various sensors capable of detecting the entry or attempted entry into the area protected by the system. An IDS is designed to detect, not prevent, actual or attempted penetrations. Facilities where arms are stored must have an Intrusion Detection System unless they are continuously manned or under constant armed surveillance. An IDS will be used at all armories in MARFORRES.

1. The IDS will be tested IAW ref (e).
2. A mobile duress alarm is an integral part of any units IDS system. The unit armorer/weapons custodian will carry the mobile duress alarm on his/her person while engaged in the performance of their duties.
3. If the IDS malfunctions or becomes inoperative:
 - a. The monitoring agency will be notified.
 - b. Bolts shall be removed and tagged with the weapons' serial number.
 - c. The auxiliary security force (ASF) must be activated to mount a 24 hour armed guard to protect the armory until the IDS is functional.

3020. TRANSPORTING WEAPONS. Transportation of weapons as addressed herein applies to the transportation of items to and from maintenance facilities, transportation to and from field training, and transportation to and from ceremonial events such as funeral details, parades, color guards, static displays, etc.

1. Weapons must be provided security during transport. The Commanding Officer's decision as to the degree of security required will take into consideration the type and amount of ordnance transported, distance to be traveled, security threat, time of day, and the degree of individual responsibility. The following guidance is provided:
 - a. Weapons being transported must be stowed in such a manner as to protect the items from sustaining damage in transit.
 - b. The transport of Government owned weapons inside a privately owned vehicle (POV) is not authorized within MARFORRES.
 - c. Weapons being transported off a military installation (whether carried individually or shipped in bulk) MUST be under the constant surveillance of an armed guard trained in the use of Deadly Force. Refer to ref (c) for ammunition requirements for the M16A2 rifle, M9 pistol, or 12 gauge shotgun. A minimum of one armed guard will ride in each vehicle transporting weapons. (An armed vehicle driver alone will not fulfill the armed guard requirement.) Weapons will NEVER be left unguarded.
 - d. Communication between vehicles must be maintained. Additionally, guards will possess a radio, cellular telephone or other means of electronic communication which is capable of immediately summoning law enforcement assistance.

3021. TRANSPORTING WEAPONS VIA COMMERCIAL BUS AND AIRCRAFT

1. Numerous instructions regulate the transportation of weapons by commercial bus and aircraft. DOD 4500.9-R (Defense Transportation Regulation) provides the Commanding Officer with extensive information on this subject. Specific questions and concerns regarding the transportation of weapons aboard commercial bus and aircraft (in scheduled and chartered service) should be addressed to MARFORRES (Code G4/SMO). The following guidance is provided:

a. The using unit must notify the appropriate carrier, in advance, that weapons will be shipped/carried aboard.

b. Crew served weapons will only be transported in the baggage compartment of chartered or scheduled buses or aircraft, and must be assembled, unloaded, and containerized in accordance with carrier procedures.

c. Individual weapons (shoulder fired and side arm) may be carried, unloaded, in the passenger compartment of chartered aircraft or buses. The assembled weapon must have the bolt/bolt carrier removed and placed in a plastic bag/wrap or other protective cover and stored in the individual's pack prior to boarding per DOD 4900.9R and MCO 4600.14. (NOTE: Units may use a bolt box or any other container to fulfill this requirement.) During boarding, one person will be positioned at the bottom of the steps to check all weapons.

3022. SHIPMENT OF WEAPONS. Numerous instructions regulate the shipment of weapons and ordnance material. Specific questions and concerns regarding the shipment of weapons which are not covered in ForO P4600.1_ should be addressed to the Commander, MARFORRES (Code G4/SMO).

1. Registered Mail. Small quantity shipments are individual shipments of 15 or fewer weapons, and may be shipped registered mail (return receipt requested) when size and weight meet U.S. Postal Service requirements (ref (a), par 0606 applies). This mode shipment is the most expeditious and is the preferred method of shipping small quantities of weapons. The shipping unit will escort the weapons to the post office under armed guard.

NOTE: Except for shipment by Registered Mail, the Commanding Officer must request a freight routing from the appropriate MTMC area command when shipping secret, confidential, or sensitive items. Routing requests will be submitted per MCO P4600.14_.

2. Commercial Carrier. Large quantities of weapons (16 or greater) may be shipped by commercial carrier providing DoD Constant Surveillance Service (CSS) (as the only required transportation service) when loaded in a sealed and locked container, and the size, weight, and safety factors meet the carrier requirement. Unit commanders will request assistance from a local traffic management organization (TMO) or MARFORRES (G-4/SMO) for large quantity weapon(s) shipments.

3. Automatic Weapon Bolt Security. Category II weapons mailed or shipped for any reason will have their bolt removed, tagged with the weapon serial number, and mailed/shipped in a separate container. All other weapons will be shipped complete. Note: Category II weapons are M14's (with selector switches, not demilitarized) M16's, M249'S, M240G'S and other weapons, designed to shoot automatically, more than one shot without manually reloading, by a single function of a trigger.

4. Seals. Seals do not deter forced entry. Seals are devices which are used to detect tampering. Seal systems provide a level of assurance that no tampering or entry has occurred during the period since the seal was applied or checked. Tamper resistance of a seal is dependent upon its unique identification. Seals are distinguished by the addition of unique identification characteristics such as sequential serial numbers, or other random marks. Seals should be checked frequently to detect tampering. Seals Available Through Federal Supply System:

<u>Type</u>	<u>Description</u>	<u>NSN</u>
7	Flat car	5340-00-662-9817
9	Metal car/ball	5340-00-081-3381
10	Cable	5340-00-084-1570

5. Report Of Shipment (REPSHIP). Commanding Officers effecting shipment of weapons will send a Report of Shipment (REPSHIP) to the receiving activity Commanding Officer (DOD 4500.9-R, ch 205, par L applies). Shippers must notify the designated receiver of the inbound shipment no later than 2 hours after its departure. Such notification will be by Naval Message, or other immediate electronic means. The releasing activity will maintain a record of the shipment and monitor the shipment pending an acknowledgement of receipt by receiving activity. The REPSHIP will include the following information:

<u>FORMAT</u>	<u>EXAMPLE</u>
a. Shipping Unit AAC	a. M14353
b. Item	b. Rifle, 5.56mm, E1441
c. Quantity	c. Three (3)
d. Serial Number	d. 6013345, 6013972, 6025973
e. GBL/Registration Number	e. R 349 773 005, R 349 773 006
f. Mode of Shipment/Shipper	f. Registered Mail
g. Date Departed	g. 020727
h. ETA	h. 020801
i. Receipt Acknowledgement Request	

6. Owning units may request support from their Battalion Armorers or contact teams from the Intermediate Maintenance Activity (IMA) to effect on-site repairs when this is more cost effective than mailing/shipping weapons to supporting maintenance facilities.

3023. PERSONAL WEAPONS. A personal weapon is a privately owned weapon, procured through non-military sources, for personal use.

1. Unit personnel may store their personal weapons in the unit armory at the discretion of the site Commanding Officer.

2. Unit personnel may request, in writing, that the site Commanding Officer authorize them to store their personal weapons in the unit armory. This authorization will be maintained in the armory. Such storage must not interfere with any armory related operation.

3. Personal weapons will not be stored in the same racks or containers with government owned weapons (ref (a), par 0110 applies).

4. Security for personal weapons will be the same as for government weapons.

5. The only individuals authorized to store personal (privately owned) weapons in Marine Corps Reserve Center Armories are active

duty personnel assigned to that designated site and reserve personnel who are either drilling or performing annual training (AT).

6. The individual owning the personal weapon to be stored is responsible for ensuring that the weapon is registered IAW applicable Federal, State, Local and or Base regulations. If registration is required, the individual is responsible for presenting documentation reflecting proper registration of the weapon when requesting authorization to store the weapon in a government facility.

7. Any records required by the Commanding Officer (Battalion/Squadron level) for accountability of personal weapons will be maintained separately from those government weapons (ref (a), par 01106 applies). Therefore, personal weapons shall not be included on the daily sight count or monthly serialized inventory.

8. To preclude any possible liability to the Marine Corps, a Personal Weapons Logbook will be established and maintained within each armory. A Logbook entry will be made each time a personal weapon is checked in/out of the armory. The Logbook will contain, at a minimum, the following information on all personal weapons:

- a. OWNER.
- b. WEAPON TYPE (rifle, pistol, shotgun).
- c. MANUFACTURER.
- d. MODEL.
- d. SERIAL #.
- e. DATE the weapon was checked-in and the SIGNATURE of the individual receiving the weapon.
- f. DATE the weapon was checked-out and the SIGNATURE of the individual receiving weapon.

9. The following procedures will be utilized when requesting to store personally owned weapons in the unit armory:

- a. The weapon owner is responsible for filling out the Personal Weapons Storage Request and hand carrying it to the site Commanding Officer along with a copy of any applicable registration.

b. Once approved by the Commanding Officer, the weapon owner will take the request to the armory along with the personal weapon to be stored.

c. Weapons will be turned into the armory in an unloaded and cleared condition. (It is recommended that the owner provide a protective case in which to store the weapon.)

d. The unit's armorer/weapons custodian will sign the Personal Weapons Storage Request and make all appropriate entries in the Personal Weapons Logbook. A photo-copy of the signed Personal Weapons Storage Request will be given to the weapon owner as a receipt. The owner will keep it until it is surrendered for the permanent recovery of the weapon from the armory due to transfer or discharge. The original signed storage request will be filed in the armory. It will be retained in a dead file for one year from the date of final return to the personal weapon to the owner.

3024. MWR/SPECIAL SERVICE WEAPONS

1. MWR/Special Services weapons will be afforded the same level of security as described for other government and privately owned weapons.

2. Issue and recovery procedures will be the same as described for non-individual weapons using the NAVMC 10359 card.

3. Authorization to issue special services weapons will be controlled by the site Commanding Officer.

4. Missing special services weapons will be reported in the same manner as any government weapon. The reporting unit will immediately notify the Commander, MARFORRES (FAC, & G-4/ORD) of the loss.

3025. SECURITY OF MUSEUM AND DEMILITARIZED WEAPONS (TO INCLUDE FOREIGN WEAPONS). Museum weapons that are not demilitarized will be afforded the same level of security as other military weapons within the same security risk category. An AK47 automatic weapon will be stored as a security risk category II weapon, where as a Springfield bolt action rifle would be stored as a security risk category IV weapon.

3026. MONTHLY SERIALIZED INVENTORY

1. The Commanding Officer (Battalion/Squadron level) shall appoint, in writing, a disinterested third party (officer or SNCO) to conduct a monthly inventory of all serialized weapons

using an extract of the current, signed copy of the armory/weapons storage area Consolidated Memorandum Receipt (CMR) (ref (a), par 0503a(1) & MCO P4400.150_, par 2003 apply). The Commanding Officer (Battalion/Squadron level) may delegate, in writing, site Commanding Officers within his/her organization the authority to sign monthly serialized inventory appointments.

a. A disinterested officer or SNCO is defined as an individual not tasked with maintaining weapon custody, security and record keeping, such as the unit ordnance officer/chief, supply personnel, armory NCOIC, armorer or weapons custodian.

b. The assignment of the Commanding Officer to inventory his/her own weapons is prohibited.

c. The organization supply officer/chief will provide the inventory officer with a current copy of the Consolidated Memorandum Receipt (CMR) which will be used as the inventory document to conduct the monthly serialized inventory. The completed inventory will be submitted to the Commanding Officer who will verify the report.

d. OPNAVINST 5530.13C makes no mention of the requirement to conduct monthly serialized inventories on any other ordnance materiel, such as optical equipment. The inventory of these items is optional and at the discretion of the Commanding Officer (Battalion/Squadron level).

e. The assignment letter, CMR extract, and written results of the inventory shall be maintained for 3 years.

2. Items not physically present in the armory will be accounted for by appropriate documentation being sighted, verified and specifically recorded on the report. Appropriate documentation is the signed yellow copy of the NAVMC 10245 ERO, a NAVMC 10359, a NAVMC 10520, a deployed unit CMR, or an investigation appointing order. All accountable documents will be annotated on the monthly serialized inventory report with the serial numbers of the ordnance items on the documents.

a. Items evacuated for repair will be verified by the appropriate ERO number. The inventory officer will sight the yellow copy of the ERO and verify that the serial number annotated matches that on the CMR.

b. Missing items under investigation will be verified by a copy of the investigative appointing order. The Inventory Officer will verify that the investigation is still pending and annotate the inventory report accordingly.

3. Serial numbers of ordnance materiel held in violate corrosion inhibitor (VCI) packaging will be verified by sighting the certified serial number listing posted on the exterior of each container. The inventory officer will also inspect each container to ensure that no tampering or forced entry has taken place and it is secured per MCO 4030.16_.

4. Items shipped, as being excess and/or coded out, but still listed on the CMR, will be backed by copy of Letter of Unserviceable Property (LUP) or a Recoverable Item Report (WIR).

SOP FOR GROUND ORDNANCE

CHAPTER 4

SECURITY FORCE PROCEDURES

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SOP FOR GROUND ORDNANCE

CHAPTER 4

SECURITY FORCE

4000. GENERAL. Marine Corps leaders are guided by DoD Instructions and Directives, Joint Staff Publications, U.S. Navy Directives and Orders, U.S. Marine Corps Directives and Orders, and various service publications. Specifically, it is Marine Corps policy to protect military personnel and civilian employees, Government facilities, and material resources from criminal and destructive acts to include acts of terrorism. Each site Commanding Officer must: constantly evaluate their security posture, and review/upgrade estimates of their vulnerability, in order to effectively determine security requirements.

4001. SECURITY FORCE. The security force represents one of the most important elements of an activity's physical security program. The security force may consist of military, community, city, county, or state law enforcement personnel designated to respond to an armory assault or other emergency. Security forces at Marine Corps exclusive, Marine Corps owned, leased, tenant or Joint Service Reserve Centers may be composed of:

- a. DOD civilian police or guards.
- b. Military Police.
- c. Community/City/State Police.
- d. Deputy Sheriffs.
- e. Commercially contracted guards.
- f. Combinations of the above.

4002. AUXILIARY SECURITY FORCE (ASF)

1. Each site Commanding Officer will form an Auxiliary Security Force. The ASF is intended to provide the site Commanding Officer with an alternate means to augment the installation's security force during armory emergencies (i.e. IDS failures), increased FPCONS, national emergency, natural disasters, terrorist threat, periods of civil unrest, crisis situations, etc. The ASF shall consist of personnel who have been specifically designated, screened, trained, and equipped to perform physical security functions under the authority of a Marine Corps Commanding Officer.

2. The size of the ASF will depend largely on the size of the

installation, and number of personnel required to protect mission essential assets located within the unit armory. As a guide, the ASF should be sized to permit full manning of posts required in FPCON Delta and sustain that security posture for at least 5 days.

3. The Commanding Officer must be selective in assigning personnel to the ASF. Individuals assigned to the ASF should represent the best personnel available from the unit. Only permanently assigned military personnel who are mature, stable, and have shown a willingness and capability to perform assigned tasks in a dependable manner will be assigned to the force. ASF members must have:

a. Received documented "Deadly Force Instructions" (Appendix K), within the last three months.

b. Received documented instruction in "Loading and Clearing Safety Procedures" (Appendix L) and demonstrated proficiency of the same, within the previous three months.

c. Successfully qualified with the M16 series rifle and/or M9 pistol and/or shotgun within the previous twelve months respectively (MCO 3574.2 applies). (Note: Individuals must have successfully qualified during the last 12 months with the type weapon they are armed with during the performance of their ASF duties. No exceptions.)

4. Personnel assigned to the armory Unaccompanied Access List are permanent members of the ASF.

5. Personnel assigned to the armory Accompanied Access List are permanent members of the ASF.

6. Equipment. Equipment issued to members of the ASF for use during training or actual operations shall include, but is not limited to: body armor, a helmet, load bearing vest, protective field mask, and first aid kit.

7. Communications. Members of the ASF will have at least two separate and distinct forms of communication capable of immediately summoning assistance. An operable duress alarm, in facilities equipped with an IDS, is recognized as a form of communication. A cellular phone is also recognized as a form of communication.

8. Members of the ASF shall be armed during the performance of security duties (ref (c), par 6(f) applies). Failure to arm Marines performing such duties is contrary to tradition and gives

rise to the presumption that the purpose of the duties assigned is not properly a security mission and therefore does not require the assignment of a Marine.

a. The M16 series rifle will be carried with a fully loaded magazine (30 rounds) inserted, chamber empty, bolt forward, safety on, ejection port cover closed. (Note: The bolt of the weapon will be in the forward position prior to inserting the magazine to preclude inadvertent chambering of a round.) At least one additional fully loaded magazine (30 rounds) will be carried (ref (c), par 5(f) applies).

b. The 9mm service pistol will be carried fully loaded with a round in the chamber (14 rounds in the magazine), slide forward, hammer down, safety on. At least one additional fully loaded magazine (15 rounds) will be carried (ref (c), par 5(f) applies).

c. The shotgun will be carried with a fully loaded magazine tube, chamber empty, slide forward, safety on. At least 5 additional rounds will be carried (ref (c), par 5(f) applies).

9. The use and/or possession of privately owned (personal) weapons and ammunition by military personnel while in the performance of assigned duties is strictly prohibited (ref (b) par 4008.1 applies).

4003. TRAINING

1. Security consciousness is not an inherent state of mind; it must be acquired by a continuous, vigorous, and forceful security education program. Training must be established at each Reserve Center to ensure all ASF personnel recognize, understand and carry out their responsibilities regarding security. The unit quarterly training schedule will reflect positive security information and training programs. The following is a list of subjects that is established as minimum training requirements for the ASF:

- a. Loading/Clearing Procedures and Weapons Safety Rules.
- b. Use of deadly force per MCO 5500.6_.
- c. Unarmed Self Defense: defensive tactics.
- d. General Orders and Special Orders.
- e. Challenging Procedures/Response.
- f. Probable cause for searching.

- g. Search Techniques: personnel, vehicle, building, area.
- h. Communications: equipment, procedures.
- i. Individual Tactics: CQB, cover, concealment, movement.
- j. Basic First Aid and Fire Protection.

4004. SECURITY/SAFETY/TRAINING AMMUNITION

1. The site Commanding Officer will establish, in writing, the authorized allowance for security and safety ammunition which may be kept in the unit armory. (Note: Only Hazard Class and Division 1.4 and 1.3 type ammunition (i.e. small arms, smoke grenades) may be stored for security/safety purposes.) This authorization will never exceed 300 lbs. net explosive weight (NEW). The 300 lbs. limit includes the ammunition used for burial details (MCO P8020.10_, par 5008.4 applies).
2. The Commanding Officer authorization letter to the unit armorer/weapons custodian will establish the maximum quantities of each DODIC that he/she authorizes for safety and security. A copy of this letter will be posted on the bulkhead, next to the safe which contains the ammunition. A copy of this letter will also be kept on record with the ammunition account record keeper.
3. Request to store training ammunition within an armory must be submitted to the Commander, MARFORRES (G-4/Ammo), and approved prior to storage. (Note: Only Hazard Class and Division 1.4 and 1.3 type ammunition (i.e. small arms, smoke grenades) will be considered for storage.) No waiver shall be authorized to store training ammunition for a period that exceeds forty-five (45) days. These waivers will be based on a case-by-case basis and is highly dependent on when the ammunition is to be fired and how far the Ammunition Supply Point (ASP) is from the unit.

SOP FOR GROUND ORDNANCE

CHAPTER 5

MAINTENANCE

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CHAPTER 5

MAINTENANCE

5000. GENERAL

1. Scope

a. Maintenance is all action taken to retain equipment in, or restore it to, serviceability. Ordnance equipment will be maintained per the procedures set forth in MCO P4790.2_, applicable policy letters, pertinent regulations, technical manuals (TM's), technical instructions (TI's), supply instructions (SI's), and modification instructions (MI's).

b. Priority of maintenance will be dedicated to the inspection and repair of Marine Corps Ground Equipment Resource Reporting (MCGERR) equipment as listed in Enclosure (1) of the current MCBul 3000, followed by Non-MCGERR equipment.

c. Ordnance equipment requiring repair beyond the scope and capability of the owning unit shall be evacuated to the next higher echelon of maintenance (EOM). Maintenance support is provided by the Intermediate Maintenance Activity (IMA), 4th Maintenance Battalion, 4th Force Service Support Group (FSSG). This support is furnished without cost to the owning unit. Direct liaison (DIRLAUTH) is authorized between 4th MarDiv, 4th MAW, and 4th FSSG subordinate units for the conduct of ordinary maintenance support of ordnance equipment.

d. Repair cycle time (RCT) is that period during which equipment is inoperative and requires repair. In order to minimize RCT, delays in performing maintenance or evacuating equipment must be eliminated.

e. The Marine Integrated Maintenance Management System (MIMMS) is an integral part of the ground ordnance maintenance process. MIMMS was developed to standardize equipment reporting and, at the same time, reduce and consolidate reporting requirements throughout the Marine Corps. MIMMS is used to provide immediate and accurate maintenance data to unit commanders, and reduce the effort required to manage maintenance.

2. Responsibilities

a. Each Commanding Officer is responsible for maintaining the operational readiness of their equipment. Therefore, the owning unit is responsible for proper operating techniques,

normal up-keep, and the timely performance of those maintenance actions authorized by their Unit T/O and specific Marine Admin releases.

b. Using units will comply with the provisions of MCO P4790.2_ in reporting equipment under the Marine Corps Integrated Maintenance Management System (MIMMS), Automated Information System (AIS), and Field Maintenance Subsystem (FMSS).

c. The IMA, 4th FSSG, is responsible for the timely performance of all maintenance actions which exceed those authorized to owning units. Requests for higher echelons of maintenance support on ordnance equipment will be made by Equipment Repair Order (ERO) per TM 4700-15/1_.

d. Maintenance activities in support of MARFORRES will furnish all possible support with the goal of increasing equipment readiness by maximizing the service life of all equipment while minimizing RCT.

5001. MAINTENANCE CATEGORIES AND ECHELONS. Maintenance categories are broken down into three distinct areas:

1. Organizational. Organizational maintenance is that maintenance, scheduled or unscheduled, which is the responsibility of, and performed by, the using unit on table of equipment (T/E) and special allowance assigned equipment. Organizational maintenance has two echelons of maintenance within it.

a. 1st Echelon. The user or operator performs first echelon maintenance. It includes, but is not limited to, the proper care, use, operation, cleaning, lubrication, and such adjustment, minor repair, testing, and parts replacement as may be prescribed by pertinent technical publications. (There is no requirement to collect MIMMS data at first echelon.)

b. 2nd Echelon. Second echelon maintenance is performed by specially trained personnel in the organization. It includes, but is not limited to, both preventive and corrective maintenance identified as being second echelon and authorized by the equipments appropriate technical publications.

2. Intermediate. Intermediate maintenance is performed by designated activities in direct support of using organizations. It includes calibration and repair/replacement of damaged or unserviceable parts and provides technical assistance, support through a secondary reparable issue point and or contact team

support. IMA support is normally accomplished by 4th Maintenance Battalion, 4th Force Service Support Group (4th FSSG), Charlotte, NC - or an Inter-Service Support Agreement (ISSA) provider. Intermediate maintenance has two echelons of maintenance within it.

a. 3rd Echelon. Third echelon maintenance is authorized by appropriate publications to be performed by specially trained personnel either in an intermediate or organizational role. Third echelon maintenance includes, adjustments and alignment of modules using test, measurement, and diagnostic equipment (TMDE), repair by replacement of modular components and piece parts which do not require extensive post maintenance testing.

b. 4th Echelon. Fourth echelon maintenance is normally associated with permanent or semi-fixed shops of the IMA that have a commodity peculiar mission. Fourth echelon maintenance includes diagnosis, isolation, adjustment, calibration, alignment, and repair of malfunctions to the internal piece part level.

3. Depot. Depot maintenance (5th echelon) is maintenance requiring major overhaul or complete rebuild of parts, subassemblies, assemblies or end items, including the manufacture of parts and performance of required modifications, testing and reclamation. Fifth echelon maintenance involves major overhaul and rebuild and is normally provided only by Marine Corps Logistics Bases (MCLB), Albany, Georgia or Barstow, California.

5002. INCREASED ECHELON OF MAINTENANCE (IEM) REQUEST

1. MARADMIN 110/00, "Common Sense Approach To Maintenance", was intended to increase equipment readiness by reducing unnecessary maintenance requirements. This policy authorizes units to perform specific IEM tasks for which they have the trained personnel, tools, TMDE, publications, facilities, and budget to perform.

2. To perform a selected IEM task, the unit commodity manager will request, in writing, authority from the Commanding Officer (Battalion/Squadron level), via the unit MMO (e-mail meets this requirement). Requests must provide details of the units ability to meet the requirements below. Approval must be granted, in writing, before the higher echelon task can be performed.

3. Considerations for granting IEM authority on ordnance equipment are as follows:

a. Performing the task must save the unit time. It should take less time for the unit to perform the repair than to evacuate the weapon system for repair.

b. No special tools or test equipment are required. Owning units can only request to perform those tasks that they have tools and TMDE to perform. No additional tools or TMDE will be procured to perform IEM tasks.

c. Trained maintenance personnel must be resident in the unit. If a trained technician is not resident within the unit, the ordnance equipment will be evacuated to the next higher EOM, or a contact team requested.

d. Conducting the higher EOM tasks will not interfere with accomplishment of the unit's maintenance mission.

e. Once a specific IEM task has been approved, the unit may continue performing that particular task until the Commanding Officer revokes the approval, or a change of command occurs.

4. To be granted a temporary (6 months or less) increase in the authorized EOM, the Commanding Officer (Battalion/Squadron level) will request, in writing, authorization from the Commander, MARFORRES (G-4/MMO). Such assignments must provide for the more effective use of available maintenance resources, enhance combat readiness, reduce excessive backlogs existing at higher EOM, or result in an overall savings in maintenance costs.

5003. PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)

1. Preventive maintenance checks and services are systematic programs of inspecting, servicing, lubricating, and adjusting equipment. An effective PMCS program will prevent the early breakdown or failure of equipment, preventing costly, complex, and time-consuming repairs and allowing the optimum use of maintenance resources.

2. The owning unit is responsible for scheduling and ensuring the completion of equipment PMCS. The owning unit will request support for all PMCS requirements which exceed their authorized EOM.

3. Schedule PMCS for ordnance equipment under warranty as indicated in the applicable equipment technical manual (TM) until warranty expiration. The applicable User's Logistics Support Summary (ULSS) identifies equipment under a warranty.

4. Schedule PMCS for ordnance equipment not under warranty as follows:

a. Ordnance crew served weapons and individual weapons with dual barrels (e.g., M249 SAW) not under a warranty period will have their PMCS scheduled on an annual basis. A completed PFI with IMA gauges fulfills the annual PMCS requirement.

b. Ordnance individuals weapons not under a warranty period do not require second EOM or higher scheduled PMCS.

5. PMCS will be scheduled utilizing a NAVMC 10561 per TM-4700-15/1_. Use the appropriate symbol listed on the back of the NAVMC 10561 to indicate the interval. The reporting of completed PMCS will be accomplished on the ERO for all PMCS performed in organizational or support activity maintenance shops.

6. All armorers (MOS 2111) are strongly encouraged to use the PMCS sheets which are provided in App N.

5004. CORRECTIVE MAINTENANCE (CM)

1. Corrective maintenance consists of all maintenance actions performed to restore equipment to a specific condition - due to material failure, equipment damage, or as a result of equipment operations. A properly applied CM program, when augmented by effective Preventive Maintenance, will ensure maximum combat readiness of all equipment. The CM process commences when equipment is reported as requiring CM. It terminates when the equipment is either restored to a serviceable condition, declared not repairable, or as otherwise determined by competent authority. The owning unit is responsible for the timely performance of all CM actions within its authorized EOM.

5005. MAINTENANCE BY CANNIBALIZATION/SELECTIVE INTERCHANGE

1. The following guidance/clarification concerning cannibalization and selective interchange is provided:

a. Cannibalization. Cannibalization is defined as the removal without replacement of serviceable parts from an item of equipment in order to install them on another like item of equipment (ref (d), par 1003.j(1)a applies). Maintenance of this type will not be employed and is expressly prohibited, except in extreme circumstances and then only when authorized by the Commander, MARFORRES (G-4/MMO).

b. Selective Interchange. Selective interchange is the exchange of selected serviceable repair parts/components from a

deadlined item of equipment for unserviceable repair parts/components from a like item. The exchange must be complete to qualify as selective interchange. The exchange, however, may take the form of a requisition for the replacement repair part/component in lieu of the actual unserviceable repair part/component (ref (d), par 1003.j(1)b applies).

2. The difference between the two definitions is that selective interchange addresses the replacement of the removed serviceable repair part/component, where as cannibalization does not. This fact has led many maintenance personnel to believe that selective interchange is not cannibalization. By definition, (removal of serviceable parts/components from one item for use in repairing another item) selective interchange is, in fact, a lesser degree of cannibalization. As such, the conduct of selective interchange will require the same authorization as cannibalization.

5006. MODIFICATION

1. Equipment modifications are maintenance actions performed to change the configuration of equipment systems, end items, components, assemblies, subassemblies, or parts in order to improve equipment functioning, maintainability, reliability, and/or safety characteristics. Marine Corps equipment will be modified only as directed by the CMC.

2. Requirements for equipment modification, including the detailed step-by-step procedures for accomplishment, are published as modification instructions (MI's). They identify specific types and items of equipment to be modified as well as the maintenance resources, skills (to include echelon of maintenance), and time necessary for their accomplishment. If the modification to be applied falls within the owning units authorized echelon of maintenance, it is scheduled and performed at that level.

3. Equipment modifications fall into one of two categories: Modifications required to prevent death or serious injury to personnel, prevent major damages to equipment, or make changes considered to essential to equipment that their application must be accomplished at the earliest possible time are designated "URGENT." Other modifications are designated "NORMAL."

a. "URGENT" MI's require that equipment be deadlined or its use sharply curtailed until modifications are applied. "URGENT" MI's specify a required completion date and may contain restrictive operating conditions. Utmost priority must be given to the accomplishment of "URGENT" MI's.

b. "NORMAL" MI's are accomplished on a scheduled basis and must be completed within one year of the effective date of the MI, unless the MI indicates otherwise. Equipment in level "A" Pack need not be opened to perform "NORMAL" MI's. The required modification kits will be requisitioned and placed in an ERO bin. The modification will be applied as soon as the equipment is removed from level "A" Pack.

4. The owning unit is responsible for determining which modifications have been issued for their assigned equipment, and to ensure that all required modifications have been properly completed and documented. A modification control record will be prepared for each major end item of equipment for which an MI has been issued. The equipment commodity manager and unit MMO will maintain modification records per TM 4700-15/1_ and MCO P4790.2_. Use the current edition of the SL-1-2 to determine all MI's which are applicable to the using unit's equipment.

5. When equipment modifications exceed the using units authorized echelon of maintenance, the unit must either request an increased echelon of maintenance (IEM); evacuate the equipment to the Intermediate Maintenance Activity; or request a contact team.

6. Commodity Managers Modification Control Record (NAVMC 11053/54). The purpose of the Commodity Managers Modification Control Record is to provide the unit commodity managers with a readily available means of accurately determining the modification status of assigned equipment. Unit commodity managers will maintain the Commodity Managers Modification Control Record (NAVMC 11053 or NAVMC 11054) based on information obtained from other records and physical observation of the equipment. TM 4700-15/1_ and MCO P4790.2_ provide detailed guidance on responsibility, preparation, filing and disposition.

5007. OWNING UNIT MAINTENANCE PROCEDURES

1. MCO P4790.2_ outlines the policies and procedures to be followed in the maintenance of Marine Corps ground equipment. Repairs on equipment will be performed at the lowest echelon/category of maintenance as possible. The echelon/category depends on the type of repair, repair parts, and the availability of time, tools, equipment, and qualified personnel.

2. All organizations shall perform those maintenance actions which they are authorized to perform. The unit's T/O is the source for determining the level of maintenance authorized along

with pertinent TM's, TI's, SI's, and MI's.

3. Each unit will maintain all publications, tools, and special equipment necessary to perform their authorized maintenance IAW MCO P5600.31 and ref (d).

4. An Inspection/Repair Tag (NAVMC 1018) will be properly completed per TM 4700-15/1_ and attached to all items of ordnance equipment upon detection of any defect, or unserviceability.

5. The Equipment Repair Order (ERO) (NAVMC 10245). Prepare an ERO for each individual item of equipment requiring maintenance. One ERO may be completed for items submitted in batch, and the equipment must have the same ID number. Principal end items (Class VII) will not be submitted in batch for PM, CM, nor urgent modification when places the equipment in a not mission capable status (TM 4700-15/1_, par 2-2f(4) applies). Care must be taken to ensure that a Defect Code is assigned which most accurately describes the maintenance required. The owning unit is responsible for ensuring that the proper Category Code and most optimum Priority Designator are assigned. TM 4700-15/1_ and UM-4790-5 provide detailed guidance. Enter a Deadline Control Date (DCD) on Category Code "M", "P", and "C" EROs if the equipment is actually deadlined. All EROs will be entered into the MIMMS/AIS system.

6. Repair Part Requisitioning

a. All needed repair parts and secondary repairables will be requisitioned on an Equipment Repair Order Shopping/Transaction List (EROSL), (NAVMC 10925). The requisition Priority must be equal to, or lower than, the Priority of the associated ERO, consistent with the mission essentiality of the item being requisitioned (ref (d), par 2004.2 applies). TM 4700-15/1_, UM-4790-5 and UM-4400-124 provide detailed guidance on responsibility, preparation, filing and disposition.

b. Not Mission Capable Supply (NMCS) Indicator/EROSL Card Column 67.

(1) When the repair part is required for a MCGERR piece of equipment, enter "N" for each NMCS, or "E" for each anticipated NMCS requirement when the Priority Designator is 02, 03, 04, 05, 06, 07, or 08.

(2) When the repair part is required for a Non-MCGERR piece of equipment, which is - in the opinion of the Commanding Officer (Battalion/Squadron level) - mission essential, enter "N" for each NMCS requirement, or "E" for each anticipated NMCS when the Priority Designator is 02, 03, 04, 05, 06, 07, or 08.

(3) Leave Card Column 67 blank when the required repair part does not place an item of equipment in an NMCS or anticipated NMCS status.

c. Combat Essentiality Code (CEC). The Combat Essentiality Code is a numeric code employed by the Marine Corps to identify both combat essential and non-combat essential end items, and critical and non-critical repair parts. The CEC can be found in the FED LOG management view screen under the service/agency (S/A) MGMT CTL data element in position 2. The S/A code for the Marine Corps is DM. A CEC of "5" is assigned to a repair part or secondary reparable of a MCGERR reportable end item whose failure would make the end item inoperative or incapable of fulfilling its mission. A CEC of "6" is assigned to a repair part or secondary reparable of a Non-MCGERR reportable end item, determined to be mission essential, whose failure would make the end item incapable of fulfilling its mission. The using unit must understand this code in order to determine whether equipment is actually deadlined, or simply degraded. This distinction must be known to ensure that the proper Category Code, Priority Designator and NMCS Indicator are assigned for ordnance equipment requiring CM. (UM-4400-124, pg 4-4-20; TM 4700-15/1_, par 2-3.1 applies).

d. Any repair part which has been obtained from other than the normal source of supply is said to be "scrounged." Report the use of all such parts via a "4" transaction with advice code "SC."

7. Daily Process Report (DPR)

a. MIMMS produces 21 separate automated reports to help commodity managers and MMO's. The Daily Process Report provides maintenance and commodity managers at all levels visibility of active EROs in their shops. The information on this report includes Data Elements, Job History, and Parts requisitions of an item in the maintenance cycle. Information for each open ERO is presented in ERO number sequence. The ERO is the source document for maintenance actions. That information for each ERO includes basic identification data, current maintenance status, and a listing of repair parts requirements and the supply action to date on these requirements.

b. Screening. The DPR must be screened daily by the using unit to ensure each ERO reflects accurate and timely reporting of repairs that are occurring. Additionally, the Supply support information for each ERO must be validated against the corresponding EROSL for accuracy and status monitored daily.

EROs which have had action taken will be indicated by two asterisks (**) to the left of the ERO number. A feedback report known as the Daily Transaction Listing (DTL) is used to validate the unit's input to MIMMS. This is accomplished by matching the previous day's input data to the DTL. The cognizant maintenance and/or supply section is responsible for prompt resubmission of corrected input. UM-4790-5 provides detailed guidance.

8. Validation/Reconciliation. Validation is the process used to confirm repair part requirements. It involves confirmation of requirements that are still needed, cancellations, receipts, scrounges, and current status. Reconciliation is the process used to ensure that validated requirements are properly logged within the MIMMS and supply output reports. Each week, the unit commodity manager or MMO will conduct and document validation/reconciliation (ref (d), App C, par 2c(3); ref (f) par 3006).

9. Commanding Officer's will ensure that equipment requiring maintenance due to conditions other than normal wear and use (i.e., accidents or negligence) have been properly investigated and certified as such on the Equipment Repair Order (ERO), as per TM 4700-15/1_. Equipment under investigation may be evacuated to a supporting maintenance facility for a Limited Technical Inspection (LTI) and cost estimate, however, repairs will not commence until released from investigation by the convening authority ordering the investigation.

5008. QUALITY CONTROL. Quality control (QC) requires a complete equipment check to verify the proper completion of all maintenance actions IAW the applicable equipment TM, and verify that equipment records are completed per TM 4700-15/1_. Each Commanding Officer will appoint, in writing, a primary and alternate Quality Control Inspector for each commodity (ref (d) & (f) apply).

1. Commodity managers will ensure that QC inspectors are performing their duties using the applicable policy letters, pertinent regulations, TM's, TI's, and MI's. QC inspectors for small arms shall use the Inspection Sheets provided in App N.

2. Block 56 of an ERO must be signed by the individual performing the quality control inspection. Ideally, the QC should not be the same mechanic or technician performing the maintenance task. However, due to the geographic dispersion of MARFORRES, units with a single mechanic or technician may sign Block 56 as their own QC inspector (ref (f), par 5006.d applies).

5009. EVACUATION TO HIGHER ECHELON (EVC HECH)

1. When any maintenance actions required exceed the using unit's

authorization/capability, equipment must be evacuated to the next higher echelon. Excessive delays in evacuation postpone corrective action and therefore must be avoided. The site Commanding Officer is responsible for ensuring that such ordnance equipment is evacuated in a timely basis.

2. MARADMIN 383/02, "Ground Equipment Maintenance Policy Change", was released to eliminate restrictive, non-value added maintenance process requirements. This policy authorizes owning units to request maintenance support without having all lower level maintenance actions completed. This policy does not relieve the equipment owner from the responsibility of performing their authorized maintenance tasks. It only allows for the execution of maintenance support without the precondition that all lower maintenance be performed and accomplished prior to induction.

3. The equipment owning unit is responsible for making liaison with 4th Maintenance Battalion or their respective Inter Service Support Agreement (ISSA) provider, clearly articulating the nature of the maintenance required, then ensuring compliance with any requirements.

4. A second EOM ERO (NAVMC 10245) will be properly completed per TM 4700-15/1_ and entered into the MIMMS system (Job Status 38/EVC HECH). A separate, courtesy third EOM ERO will be prepared and accompany all ordnance equipment evacuated for maintenance. The 2nd EOM ERO number will be entered as the Request Number on the Courtesy 3rd ERO. The unit evacuating the equipment will receive the signed yellow ERO copy as a receipt for the equipment.

5. An Inspection/Repair Tag (NAVMC 1018) will be properly completed per TM 4700-15/1_ and attached to all items of ordnance equipment requiring evacuation to maintenance facilities for repair.

6. Maintenance support units will report evidence of abuse or lack of organizational maintenance by using units to the Commander, (AC/S G-4/ORD), and the Commanding Officer of the unit concerned.

7. When maintenance actions are completed, the equipment owning unit will accomplish the following:

a. Pick up work as soon as possible.

b. Perform a joint inspection with the maintenance support activity. When a joint inspection is not possible due to the geographic separation within MARFORRES, the owning unit must

still perform an LTI on all returned ordnance equipment before placing it back in service. This inspection includes work performed by contact teams.

c. Ensure that all appropriate maintenance entries are documented on an ERO, and/or recorded in any required log/weapons record book (part I and/or II) prior to acceptance of the item.

5010. TRANSPORTING ORDNANCE MATERIAL

1. Weapons transported for repair or pick-up must be stowed in such a manner so as to provide maximum protection in transit. Use of padding or specially constructed transport boxes must also provide maximum protection from the elements and must prevent further damage to equipment being turned in for repair, or damage to equipment already repaired. Ordnance equipment being carried by an individual is the direct responsibility of that individual and must be handled in such a manner as to prevent damage or loss.

2. When transporting optical equipment to and from maintenance support facilities and during normal training, every precaution will be taken to ensure proper storage aboard the vehicle, to preclude damage in transit. Optical components will be protected by padding, and covered for protection against dust or rain. Those items of optical equipment with cases will be transported in their cases.

3. In the case of items transported for calibration, care and precaution must be taken to ensure calibrated instruments are afforded maximum protection from damage.

4. When transporting secondary repairable items for turn in/pick-up, the same care must be provided. The fact that an item of ordnance equipment or component is inoperable does not mean it is non-repairable. Damage to an item in transit may render it unserviceable or economically unrepairable thus decreasing the availability of repairable assets.

5. Security procedures for transporting weapons are addressed in paragraph 3017 of this directive.

5011. MAINTENANCE CONTACT TEAM REQUEST. Maintenance contact team requests may be submitted directly to 4th Maintenance Battalion, 4th Force Service Support Group, 6115 North Hills Circle, Charlotte, North Carolina, 28213, (704)598-0015, per ForO P4790.3_. The request will cite the TAMCN, nomenclature, type of maintenance required, ERO request number, quantity, location, points of contact, and telephone numbers.

1. Reasons for the request may include, but are not limited to, Annual Gauging, pre-deployment inspection, bore-scope/pullover gauging, Javelin or TOW missile maintenance/PM, and third and fourth echelon inspection/repair.
2. Technical assistance will be provided to units upon request. Normally, technical assistance consists of classes on ordnance equipment and care, maintenance, and armory procedures. Assistance may also be requested for ordnance problems that cannot be resolved internally. Requests for technical assistance will be submitted via the appropriate chain of command.

5012. PRE-FIRE INSPECTIONS (PFI)

1. PFI's are conducted to detect defects that may cause hazards to personnel, or weapons. All weapons will have a PFI conducted prior to firing live ammunition. PFI procedures are contained in TI-8005-24/20_ and the appropriate TM. PFI's must be performed by an infantry weapons repairman, MOS 2111. The date of the PFI will not exceed 30 days prior to weapon use for any live fire and/or qualification/re-qualification. At the time of inspection, the weapon serial number will be recorded on an ERO. When performing a PFI on weapons authorized for batching, the weapons serial numbers will be recorded on a locally produced (LTI) sheet and attached to an ERO. A copy of the ERO and ordnance technical inspection form used to document the PFI will be supplied to the Range Safety Officer (RSO) for re-qualification details.
2. The Commander, Marine Forces Reserve is authorized to waive the 30 day time compliance for specified Reserve Units on a case-by-case basis. A sample request is provided in Appendix O. In order to be eligible for a waiver, a weapon must have: had documented PMCS/Gaging by an armorer (MOS 2111) within the previous 12 months; and not left the armory for firing or field training.

5013. IDENTIFICATION MARKING OF SMALL ARMS

1. Scribing, stamping, engraving or marking numbers or letters on ordnance equipment is unauthorized unless specified by Marine Corps depot maintenance work requirement (DMWR), Marine Corps directives, TI's, MI's, or TM's.
2. To assist the unit armorer/weapons custodian in the issue and receipt of small arms, weapons may be stenciled with the storage rack number on its receiver or stock per TI-8370-15/1, which establishes painting as the only approved method of marking small

arms and accessories. Ordnance items requiring local serial numbers will be marked using a stencil no larger than one inch in a color conducive to camouflage. Marking will consist of any unique set of letter and/or numbers.

a. Bayonets and combat knives will be marked on the scabbard or sheath.

b. Rifles will be marked on the left (Serial #) side of the stock near the butt.

c. Pistols will be marked on the left (Serial #) side grip panel.

d. Machine guns and squad automatic weapons will be marked on the top of the feed cover.

e. Other accessory items will be marked on any flat non-friction bearing surface.

f. These markings are for local identification of weapons and equipment for issue and recovery. The number should be entered in the RACK NO block of the NAVMC 10520 (Ordnance Custody Receipt Card). Do not enter these numbers on the Reporting Unit Allowance File (RUAF).

5014. CALIBRATION. The complexity of current Marine Corps equipment has resulted in an ever increasing degree of complexity of the required test, measurement, and diagnostic equipment (TMDE). TMDE are sophisticated tools that require control, inventory and maintenance. The main emphasis of TMDE maintenance is accuracy, assured through calibration. By failing to make sure that TMDE is properly calibrated the unit may conduct maintenance using test equipment that is not accurate - thereby compromising the integrity of the end item undergoing maintenance. Additional guidance on calibration can be obtained in TI-4733-15/11. Calibration records will be maintained on all gauges per instructions in TM 4700-15/1, MCO P4790.2 and ForO P4790.3_.

5015. INFANTRY WEAPONS GAGE CALIBRATION PROGRAM (IWGCP)

1. The IWGCP has been developed to maintain a pool of calibration gages for exchange of uncalibrated gages at no cost to the unit.

a. Requests for gages should be submitted per the current edition of TI-4733-15/11. Requests may be sent by Naval Message

(NAVMSG), FAX, website request, or e-mail to the Commanding Officer, Corona Division, Naval Surface Warfare Center, Measurement Science and Technology Laboratory MS22 (Bldg 575), 1999 Forth St., Norco, California 92860-1915, DSN 933-4312, Com (909)272-4312, sixty (60) days before the date calibrated gages are required.

b. All gages identified as excess must be turned in to the IWGCP program manager at Pomona, California.

2. Units are reminded they must return gages requiring calibration to the IWGCP using traceable means no later than five (5) working days after receiving calibrated gages using shipping container(s) in which calibrated gages were received.

5016. PAINTING ORDNANCE MATERIAL

1. Indiscriminate painting of ground ordnance equipment and material including fire control and optical instruments inhibits the performance of proper preventive maintenance. Painting is for preserving the surface of the item from which the protective finish has been removed by corrosion or wear, for disruptive patterning for camouflage, and to eliminate light reflection from parts which have become shinny.

2. Satisfactory metal surfaces for weapons range from black to light gray. A worn, shiny metal surface is objectionable only when it is capable of reflecting light. Minor loss of finish (shiny spots, nicks, scratches, etc.) on exterior surfaces can often be restored by the use of solid film lubricant, NSN 9150-01-260-2534. (Refer to TM 9-1005-249-24&P for proper use and application.) The only authorized level of maintenance to phosphate finish small arms is Depot.

3. Paint tactical and combat equipment per ref (d) and ref (f).

4. The painting and registration marking of Marine Corps vehicles and equipment will be as specified in TM 4750-15/1_. Marine Corps green gloss enamel will not be used on tactical and combat equipment. The only paint authorized for MARFORRES vehicles is Chemical Agent Resistant Coating paint (CARC). Those portions of combat vehicles requiring interior painting will be painted with fire retardant paint.

5017. CLEANING ORDNANCE EQUIPMENT

1. The Commanding Officer (Battalion/Squadron level) will establish procedures to ensure that all weapons are inspected for proper cleanliness and lubrication. After periods of firing, individual and crew served weapons must be field stripped and

thoroughly cleaned prior to return to the unit armory. Procedures for cleaning security and stock weapons are contained in paragraph 2005.

2. Commanding Officer's are cautioned that technical publications pertaining to a specific item of equipment may prescribe materials and procedures for cleaning and preserving that particular type of equipment. USMC supply instruction (SI-9150-15/2) authorizes the use of CLP which provides protection for weapons systems. The indiscriminate use of unauthorized cleaning material on ordnance equipment could result in deterioration or damage and is strictly prohibited.

5018. CORROSION CONTROL. Marine Corps tactical ground and ground support equipment are particularly susceptible to corrosion and other types of moisture damage due to their material composition and assigned missions in moisture-laden environments. Corrosion control will be conducted per equipment TM's, LO's, LI's, TM-3080-34, and TM-3080-25/1 (Corrosion Control For Assault Amphibian Vehicle AAV7A1).

5019. WOODEN PARTS. Few pieces of equipment in the modern Marine Corps have wooden parts. Only raw linseed oil will be used on any wooden parts on military weapons. Rubbing of raw linseed oil into the wood prevents dryness, prohibits absorption of moisture, and gives protection to the wood. When cleaning and caring for wood components, visually check for any cracks, gouges, dents, or loose parts, and replace as required. Use of commercial products containing substances other than raw linseed oil on wooden components of military weapons is prohibited.

5020. JOINT OIL ANALYSIS PROGRAM (JOAP)

1. The Joint Oil Analysis Program is an agreement among the Navy, Army and Air Force. It standardizes policies, procedures, research, and development for the process of oil analysis. Oil analysis is a general term that describes scientific tests and evaluations performed on used oil.

2. Marine Corps units with equipment listed in enclosures (1) and (2) of TI-4731-14/1 are required to participate in JOAP. The TI provides detailed instructions and procedures for sampling and processing of oil samples.

3. The site Commanding Officer will ensure that all equipment required to be entered in JOAP (less those items under warranty) have oil samples resident at the local analysis lab as soon as possible to establish baseline data. Commands are then required to submit oil samples per TI-4731-14/1.

4. Units will establish an oil analysis log for each component being sampled. This form stays with the component for its service life. Units will develop local administrative procedures to include schedules and maintenance of required records. The use of any manual or automated record keeping system is approved as long as it meets all of the reporting elements listed on the DA form 2408-20, oil analysis log. Filing procedures are at the commanders' discretion.

5. Should it become necessary to float an engine or transmission, the unit will provide the repairable issue point (RIP) the oil analysis log or the component being turned in and request the oil analysis log for the replacement component.

5021. OPTICAL EQUIPMENT

1. Adverse climatic conditions and frequent use of optical equipment imposes a requirement for optimum organizational maintenance. Because of the delicate and complex nature of optical equipment, organizational corrective maintenance is limited in scope. Therefore, continuous operator and organizational preventive maintenance is essential. While in use, the lenses of optical equipment should be protected from the elements whenever possible. Lens tissue and camel hair brushes will be made available to remove dirt and fingerprints from the lenses of optical equipment while issued and upon return of equipment to the unit armory of designated storage area.

2. When not in use, instruments may be stored in their carrying/storage cases. Batteries will be removed from optical instruments before storage to prevent equipment from becoming unserviceable/unrepairable due to battery corrosion. Batteries will be stored in an authorized area. Optical equipment is no longer required to be stored in a hot locker; therefore, hot lockers are no longer required within MARFORRES.

3. Using units possessing the personnel and equipment required to purge fire control equipment with dry nitrogen will ensure that this service is performed at required intervals. Units without this capability will arrange for this service with the appropriate maintenance support facility.

4. Some items of optical equipment contain a radioactive isotope used to energize phosphorescent materials for illumination. The most common radioactive isotope, in the form of a gas, is called Tritium (H-3). (Any unit with such equipment shall closely comply with paragraphs 5, 6, 7 and 8 below.) The tritium is contained in a sealed vial within the device and as long as the vial is intact, the tritium poses no threat to personnel. If the

vial is broken however, the gas will escape and a portion of it may combine with oxygen in the air to form "tritiated water" (H₃O). Although the gas itself disperses rapidly, it can pose a health hazard by inhalation, particularly within an area of limited ventilation. In addition, tritiated water, being more persistent, poses a serious health hazard by inadvertent ingestion. In an effort to protect all personnel in general and maintenance personnel in particular, prior to the handling of any intact radioactive commodity containing tritium, an illumination check should be done to ensure the integrity of the tritium source(s). This check is conducted by simply taking the item into a dark room and visually confirming that all illumination sources are functioning as designed. Prior to conducting the check, maintenance personnel shall review pertinent documentation concerning the item to ensure their understanding of the location and number of sources contained within the specific piece of equipment. In the case of a damaged radioactive commodity or one that fails the illumination check, the item shall be considered contaminated until proven otherwise and the unit shall follow the procedures set forth in paragraph 8 below.

5. Although not specifically an ordnance item, the Compass, Magnetic Un-mounted Lensatic (TAMCN K4222), should be retained in the unit armory and stored in a container marked with the standard radiation symbol and words "WARNING, RADIOACTIVE MATERIALS". In the event of a damaged compass, the unit shall comply with paragraph 8 below.

6. All equipment containing radioactive materials, must be labeled, "WARNING, RADIOACTIVE MATERIALS" and shall be classified as a Radioactive Commodity (RC). As per the current edition of MCO 5104.3 and Marine Forces Reserve (MFR) policy, any unit possessing, storing, handling or shipping RC shall have a trained Radiation Protection Assistant (RPA). (For more information on RPA training, units shall contact the MFR safety office.) Under the supervision of the local RPA, each unit shall have on hand the following emergency response equipment:

a. Heavy duty plastic bags sufficient in size to hold any RC that is potentially contaminated.

b. Duct Tape for sealing said bags.

c. Latex gloves for the personal protection of those handling the potentially contaminated RC.

d. Wipe test materials to conduct wipe testing of the RC.
Note: Each RPA is trained in the procedures for conducting

contamination surveys and is aware of the source of wipe test materials.

7. Organizations that possess, use, store, maintain, ship, handle or otherwise come in contact with RC shall:

- a. Assign an RPA in writing.
- b. Establish and maintain directives and instructions for the safe handling, shipment and storage of RC.
- c. Report all radiological incidents in accordance with MCO 5104.3_ and MFR policy.
- d. Advise the local fire department of the location, amount and type of RC aboard the unit's facility.
- e. Post standard radiation markings in accordance with MCO 5104.3_.
- f. Post the Nuclear Regulatory Commission "Notice to Employees" (NRC Form 3) as required by Federal law.
- g. Ship RC only with proper authority and coordination with the Command Radiation Safety Officer of Marine Forces Reserve.

8. Radiological Incidents. A radiological incident is any unplanned event, which causes the loss of, damage to, or theft of any RC. In the event of damage, all potentially contaminated commodities shall be immediately double bagged and a report submitted to the unit Radiation Protection Assistant (RPA). Absent a trained RPA, the unit shall contact the next higher unit within their respective chain of command requesting guidance/assistance from the higher level RPA with the possible radiological contamination issue. If such trained assistance is not available within the unit's chain of command, a call shall be made to the Marine Forces Reserve Command Radiation Safety Officer.

5022. LASER SYSTEMS MAINTENANCE. Lasers and Laser light are potentially dangerous. MCO 5104.1_ and Marine Forces Reserve policy requires that any unit using or performing maintenance on any Laser system shall have a trained Administrative Laser Safety Officer (ALSO). This training is available from the Marine Forces Reserve ground safety office. The unit ALSO will then be able to manage a Laser Safety program as outline in the above listed directives tailored to the needs of the unit. The ALSO's responsibilities include but are not limited to:

- a. Developing local SOP's and instructions governing the safe operation of Laser systems.
- b. Identifying all personnel who are likely to come in contact with Laser energy sufficient to cause injury.
- c. Implementing control measures to ensure the safety of personnel who conduct maintenance on Laser systems.
- d. Maintaining the required records pertaining to Laser firing, Laser eye protection and the training of Laser personnel.
- e. Establishing a medical surveillance program designed to protect the welfare of Laser personnel.
- f. Maintaining an accurate and on-going inventory of all Laser systems under the unit's control.
- g. Tracking the shipment of all Lasers and Laser systems from the unit to any consignee.
- h. Maintaining all records related to Laser and Laser systems for a period of five years.
- i. Ensuring all required reports concerning either known or suspected Laser over-exposures regardless of whether an injury occurs or not.
- j. Ensuring all maintenance personnel are thoroughly trained regarding the hazards associated with Laser light and with the non-beam hazards present in the Laser systems on which they work.

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CHAPTER 6

INVENTORIES

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CHAPTER 6

INVENTORIES

6000. GENERAL. The site Commanding Officer will ensure that inventories of ordnance items are conducted per ref (a), ref (d) and MCO P4400.150. The following information outlines the inventories required and amplifies procedures to be employed in the conduct of those inventories.

6001. DAILY SIGHT COUNT. Paragraph 3018 of this SOP applies.

6002. MONTHLY SERIALIZED INVENTORY. Paragraph 3026 of this SOP applies.

6003. ANNUAL SERIALIZED INVENTORY CONTROL OF SMALL ARMS (CRANE REPORT).

1. At least annually, the Marine Corps registry will provide each Marine Corps reporting unit with a machine-produced listing of all small arms, by serial number, reported as being in the unit's possession. This listing will be in two parts and is required to be verified, by serial number, to those small arms physically maintained on-hand by the unit.

2. The MARFORRES Supply Officer will maintain staff cognizance over serialized small arms reporting by MFR units. MCO 4340.1 and MCO 8300.1 can be referred to for further guidance.

3. All reporting units, having an allowance of small arms as defined in MCO 8300.1, will report to the Commander, Naval Surface Warfare Center (NSWC), (Code 2045), 300 Highway 361, Crane, Indiana 47522-5000 (RCS MC-8300-01) all receipts, issues, or other adjustments to the accountable balance of the unit's records.

4. The Commanding Officer shall ensure that they submit in writing to the NWSC, Crane, via CG, (AC/S, G-4/SUPO) within five working days, any time a change occurs regarding the on-hand quantity of any assigned small arms.

a. Submission of transactions will be per the reporting instructions contained in MCO 8300.1. Batch submission of receipts is not authorized.

b. Reportable occasions include but are not limited to:

(1) The transfer of small arms between accounts (the responsibility of both the transferring unit and the receiving unit).

(2) Small arms turned-in to the IMA, FSSG for repair, are subsequently coded out (washed out in the maintenance cycle (WIR)) or sent to the Defense Reutilization Marketing Office Maintenance Facility (DRMO).

(3) Missing, Lost, Stolen and Recovered (MLSR) small arms (MCO 4340.1).

(4) Any other instance where the unit supply officer is required to adjust the accountable balance of a reportable item in the supply officer's account (investigations, CMC directed, etc.).

5. Units will not report transfers in custody when a weapon is evacuated for maintenance or temporary loan.

6. Reports will include a DD 1348-1 which will, at a minimum, contain the following information:

a. National (or local) stock number (NSN).

b. Serial number.

c. Account number.

d. Quantity.

e. Unit of issue.

f. Nomenclature.

g. A statement of the transaction involved and the certifying signature of the unit responsible officer.

h. Any additional documentation such as requests for disposition instructions (Letters of Unserviceable Property (LUP)) and the disposition instructions will be provided along with the DD 1348-1.

7. Units that receive weapons in level "A" packing from supply sources in heat sealed VCI material should not open such packing for verification of serial numbers, providing hand-to-hand receipt requirements have been fulfilled and documentation of the serial numbers of those items contained therein are provided.

6004. SECURITY, CEREMONIAL AND DUMMY AMMUNITION ANNUAL/MONTHLY PHYSICAL INVENTORY. All security and dummy ammunition within the armory must have an annual/monthly physical inventory conducted. The inventory results will be annotated on the NAVMC 10774 form by the monthly serialized inventory officer.

6005. LAYETTE (ERO PARTS BIN) INVENTORY. The unit layette (ERO Parts Bin) will be inventoried biweekly (every two weeks) IAW ref (d).

6006. LOCK AND KEY INVENTORY. Inventories of all locks and keys used for securing weapons and ammunition will be conducted by the assigned lock and key custodian semi-annually. Inventory records will be retained in the armory cage files for a minimum of one year. See paragraph 3015 of this directive for additional details on locks and keys.

6007. KITS, SETS AND CHESTS INVENTORY

1. Reference (d), MCO P4400.150, and UM 4400-124 establish the criteria for the accountability of tool sets, chests, kits and components of PEIs. Use the following criteria to determine the minimum frequency of inventories:

a. Tool sets, chests, kits and individual hand/portable power tools, which are not issued and are securely stored, will be inventoried annually.

b. Tool sets, chests, kits and individual hand/portable power tools which are issued to, and used by, the same individual on a semi-permanent basis, and where locks and a secure storage area are provided, shall be inventoried upon issue, semiannually and upon recovery. Inventories accomplished for either issue or recovery will satisfy the semiannual inventory requirement.

2. Inventory records will be retained for a period of twelve months. At a minimum, those records will contain the previous two semiannually inventories for items in service and the previous annual inventory for items not in service.

3. Inventories will also include an inspection for serviceability and cleanliness, and will ensure that items are free of rust and dirt. The last page of the inventory will have a space for the signature of the person conducting the inventory, date of the inventory and signature of person supervising the inventory per ref (d).

4. It should be noted that these procedures reflect minimum requirements. The Commanding Officer (Battalion/Squadron level) may specify more frequent inventory intervals within their commands, if deemed appropriate.

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CHAPTER 7

ORDNANCE INSPECTIONS

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CHAPTER 7

ORDNANCE INSPECTIONS

7000. General. Each Commanding Officer is responsible for conducting periodic inspections of ordnance equipment and related supplies. Periodic command inspections of ordnance equipment imposes additional requirements on the unit with regards to the conduct of these inspections. However, each item of ordnance equipment has some relatively simple components whose overall condition is indicative of whether proper 1st and 2nd echelon Preventive Maintenance (PM) has been performed.

7001. COMMAND INSPECTIONS

1. Command inspections will include a general inspection of all ordnance equipment, records, and supporting maintenance management programs. Command inspections will include, but are not limited to the following:

a. The physical security and adequacy of weapon storage areas. Detailed inspections concerning the security of weapons will be conducted per ForO P5500.1_ by representatives from the Commander, MARFORRES, Base Operations (BOS).

b. Supply and accounting procedures.

c. Maintenance of weapons, other ordnance equipment, and tool kits, chests, test sets and hand tools.

d. Status of technical training.

e. Maintenance of ordnance publications and directives.

f. Maintenance of records.

g. PEB accountability.

h. The Infantry Weapons Gage Calibration Program.

7002. MARINE CORPS TECHNICAL ASSISTANCE TEAM (MCTAT) VISITS

1. MCTAT visits are conducted on a rotating basis by teams dispatched from COMMARCORLOGBASES, Albany and Barstow. The team evaluates the general condition, serviceability and combat readiness of all ground equipment within the unit. MCTAT schedules are coordinated by MARFORRES (G4/MMO).

2. The mission of the MCTAT is to determine the overall condition and serviceability of ordnance equipment. A 100% LTI is normally conducted by qualified personnel within MCTAT. Inspections of infantry weapons will be performed using gauges. Units may request technical inspections by MCTAT. When required, the request will be submitted to the supporting maintenance activity via MARFORRES (G4/MMO).

7003. ORDNANCE ASSIST VISIT. Ordnance personnel from this headquarters are available and will provide an assist visit upon request. Should a unit require or request assistance in any ordnance or related area, a request should be submitted via the chain of command to MARFORRES (G-4/ORD). The request should provide information detailing the specific purpose or goal behind the request and include a statement addressing the impact on the unit if the request cannot be honored. The request should be submitted as far in advance as possible to allow scheduling and funding.

7004. UNIT SELF-INSPECTION

1. At least annually, the site Commanding Officer will conduct a self-inspection of all ordnance operations under his/her control. To assist in this inspection, a checklist is provided in Appendix Q. Where inspection results warrant assistance from this headquarters, refer to paragraph 7003.

2. Each newly appointed armorer/weapons custodian will complete a self-inspection of their areas of responsibilities. This self-inspection should be conducted within 30 days of the individual being appointed or joined.

3. All inspection results whether command inspections, TAV, ordnance assist visits or self inspection results are to be maintained in the armory for a period of three years.

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CHAPTER 8

SAFETY PROCEDURES

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CHAPTER 8

SAFETY PROCEDURES

8000. GENERAL. It is the responsibility of all personnel to be aware of, understand, and observe all safety orders and regulations which are established to prevent injury to themselves or others and unnecessary damage to property or equipment.

8001. RESPONSIBILITIES. The Commanding Officer (Battalion/Squadron level) must establish programs and procedures for accident prevention and safety consistent with higher headquarters directives in the 5100 series, MCO 5100.8 and OSHA 2206 (CFR 1910). Safety programs must be established in each unit to ensure all personnel are familiar with and understand the safety precautions required in the operation of all vehicles and the firing of weapons. Unit training and safety programs will include specific guidance in establishing training and instruction periods to promulgate operational measures and precautions, as related to safety, of all applicable weapons/vehicles, as prescribed in current technical manuals and directives.

8002. SAFETY PROGRAMS

1. MCO P5100.8 outlines and provides specific guidelines on safety programs which include sight conservation, foot protection, and the hazardous material safety program. MCO 6260.1 provides guidance for the implementation of the hearing conservation program.
2. The Sight Conservation Program is designed to eliminate eye injuries, reduce accidents resulting from faulty vision, increase production and eliminate waste caused by defective vision.
3. The Foot Protection Program is designed for protection in those areas that are usually associated with high rates of foot injuries. MCO P5100.8 provides instructions for personnel regarding the wearing of foot protection devices (safety shoes and/or safety toe caps).
4. The Hazardous Material Safety Program is designed to identify certain hazardous materials, which by virtue of their potentially dangerous nature, requires control to ensure adequate safety to life and property.
5. The Hearing Conservation Program is designed to prevent hearing loss in personnel assigned to areas of high intensity noise. Use of hearing protection devices in hazardous hearing areas is mandated.

8003. LIFTING DEVICES. MCO 11262.2 provides instructions concerning annual safety inspections, load tests, calibration, and marking of lifting devices. Commanders will establish schedules to ensure all lifting devices are tested as-required.

8004. WEAPONS TRAINING. Prior to firing any weapon, all personnel will be trained on the safe operation of the weapon(s) being used.

1. At minimum, the following safety concerns will be covered during the training period:

- a. Safety warnings identified in operators manuals.
- b. Weapons Condition Codes.
- c. Immediate action procedures.
- d. Range safety precautions.

2. It is recommended that documentation of training received be entered in the appropriate personnel record (SRB/OQR), and Individual Training Records.

3. During live fire, ensure responsible, appropriately trained individuals are designated as Safety and/or Range Officers in accordance with applicable Marine Corps orders and directives and individual range regulations.

8005. MACHINE GUN BARRELS

1. All machine gun barrels (serviceable or not) will have a single dog tag secured to the gas cylinder and barrel. The serial number of the receiver to which the barrel is assigned will be stamped on one line of the dog tag. The designation "BARREL A" or "BARREL B" will be stamped on the second line of the dog tag. This will ensure barrels are used with a single receiver based on wear patterns. This will also preclude the interchanging of barrels between weapons. (Note: Units may also stamp the unit name and/or the weapon type on separate lines of the dog tag.)

2. Units are authorized to retain one unserviceable barrel per machine gun for firing blank ammunition. Barrels retained for firing blank ammunition will be readily as such by painting a two inch yellow band around the barrel and gas cylinder. Unserviceable barrels retained for firing blank ammunition must have serviceable barrel sockets in order to preclude damage to the machine guns bolt.

8006. WEAPONS CLEARING BARRELS

1. MCO 5500.6_ authorizes units to insert loaded magazines into weapons when they are utilized in the capacity of Law Enforcement and Security. As a matter of safety, the necessity to maintain weapons clearing barrels, both inside the armory and outside the armory, exists. Units which have been fielded commercially produced clearing devices should place these inside the armory (ref (e), par 5001.2b applies). Traditionally, clearing barrels were constructed from empty 55 gallon drums and such continued use is authorized. However, the size and location of some armories does not provide for barrels of this dimension. Therefore, the following standards are established to allow flexibility without compromising safety.

- a. Drum size - 10-55 gallon.
- b. Barrel filler - must be rock/debris free sand, to a minimum depth of 18 inches.
- c. Barrel exterior - should be sand bagged to intercept any accidentally discharged rounds exiting the clearing barrel due to improper weapon positioning. All locally constructed clearing barrels should be painted red with yellow lettering.
- d. An illustration of a locally fabricated clearing barrel is provided in Appendix R.

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CHAPTER 9

OPERATOR'S LICENSE FOR ORDNANCE VEHICLES

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CHAPTER 9

LICENSING PROCEDURES

9000. GENERAL

1. All operators of ordnance vehicles will be properly trained, tested and licensed. The criteria for training and qualifying ordnance vehicle operators are contained in MCO 8400.6, FM 21-306 and FM 21-17.

2. The Commanding Officer of units possessing ordnance vehicles shall initiate and authorize all licensing actions for personnel within their command per MCO 8400.6.

a. The unit Commanding Officer will ensure that appropriate instructions are issued with regard to properly licensing operators of ordnance vehicles. Included within this category are:

(1) Tanks, AVLBs, and Tank Recovery Vehicles.

(2) Assault Amphibian Vehicles (all variants).

(3) Light Armored Vehicles (all variants).

b. Commanding Officers may suspend or remove any optional form 346 using procedures per enclosure (1) of MCO 8400.6.

3. Operators of ordnance vehicles will be licensed to operate ordnance vehicles only after they have demonstrated proficiency in the operation of the vehicles and the performance of proper preventative maintenance. When issued, licenses will denote a qualification to operate the vehicle in one of the following categories:

a. Category Unrestricted. Qualified operator under all circumstances (water, surf, night, fording, combat, etc.).

b. Category Unrestricted (Maintenance). Qualified operator for maintenance or recovery purposes.

c. Category Restricted. Qualified operators except for specified limitations (night/surf/combat/etc.).

d. Learners. Only for operators presently under instruction and only when accompanied by a licensed instructor.

4. Format. Licenses issued will be on a Standard Form 346. The Standard Form 346 will be modified as required, properly authenticated and issuance entered in the operator's Service Record Book (SRB). The actual vehicle, or vehicles, that the individual has been approved to operate will be listed on the form. Proper nomenclature will be used such as M1A1 or M88A1 and not general terminology, such as "Tanks", "AAV's", "LAV" etc. Furthermore, licenses will not be issued for a period in excess of three years. Learners permits will be issued on the same Standard Form 346 with "Learner Permit" stamped on the reverse side of the form in the restriction block.

9001. LICENSING AUTHORITY

1. The following organizations are authorized to license ordnance vehicle operators for the type of ordnance equipment listed.

a. 4th and 8th Tank Battalion. Tanks and tank recovery vehicles (all types and all categories).

b. 4th Assault Amphibian Battalion. Assault Amphibious Vehicles and assault amphibian recovery vehicles (all types and all categories).

c. 4th Maintenance Battalion, 4th Force Service Support Group. All ordnance vehicles organic to Division units (license category unrestricted (maintenance) and restricted only).

d. 4th Light Armored Reconnaissance Battalion. All Light Armored Vehicles variants (all types and categories).

2. Organizations that have requirements for operators of ordnance shop set (vans) will ensure compliance with the provisions of MCO 11240.66_ and ForO P11240.2_.

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CHAPTER 10

REPORTS REQUIRED

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SOP FOR GROUND ORDNANCE

CHAPTER 10

REPORTS REQUIRED

10000. GENERAL. This section provides guidance and instructions for the submission of reports pertinent to ordnance material and is in agreement with, or in addition to, reports required by other directives. It is essential that the submission of reports be timely and accurate.

10001. PRODUCT QUALITY DEFICIENCY REPORT (PQDR) (SF 368). The PQDR is used to provide information to activities responsible for the development, procurement, or management of equipment where deficiencies in material, design, or procurement are noted so that action may be initiated to correct the discrepancy. PQDR's shall be submitted by the individual who discovers the deficiency. A copy of all PQDR's submitted on ordnance equipment will be forwarded to the MARFORRES (G4/ORD). MCO 4855.10 provides additional guidance relating to the submission of PQDR's.

10002. COMBAT ESSENTIAL EQUIPMENT DEADLINED REPORT. Ordnance combat essential equipment is listed in the current MCBul 3000 series. All combat essential ordnance equipment deadlined for longer than 24 hours will be reported as per MCO 3000.11 and ref (d).

10003. SUBMERGED EQUIPMENT REPORT. Ordnance vehicles subjected to submersion to the extent of rendering the vehicle inoperable will be reported to the MARFORRES (G-4/ORD) immediately via phone. A written report will be submitted as required by TI 8005-25/12 and TI-2350-25/36. Also, appropriate entries shall be made on NAVMC 10398 of the vehicle log book.

10004. AMMUNITION MALFUNCTION AND ACCIDENT REPORT. These reports are submitted per MCO 8025.1. These reports consist of a preliminary report and a detailed report. The detailed report is not to be confused with the "Line of duty/misconduct report" required by JAGINST 5800.7. The ammunition malfunction data collection guide (8025) NAVMC 10135, will be carried by all officers and SNCO's, while utilizing ammunition.

10005. MISSING, LOST, STOLEN OR RECOVERED WEAPONS REPORT. Missing, lost, stolen, or recovered weapons or other serialized items of ordnance equipment will be handled per MCO P4400.150_. A phone call will be made to the Chief of Staff and Ordnance Officer, MARFORRES, whenever a loss occurs. Reports required by MCO 4340.1, MCO P4400.150 and MCO 4340.1.

prescribe the policy and procedures for reporting MLSR property.

10006. INCIDENTAL DISCHARGE OF WEAPONS REPORT. A telephone call will be placed immediately to the MARFORRES (BOS) when an accidental discharge occurs. ForO P5500.1 prescribes policy and procedures for reporting of negligent discharge of weapons.

10007. SMALL ARMS SERIALIZED INVENTORY REPORT (CRANE REPORT). Marine Corps units possessing or having an allowance of small arms are required to report the serial numbers of those small arms to the Commanding Officer, (Code 70413), Naval Weapons Support Center, Crane, Indiana 47522. All gains, losses or exchanges of the weapons cited in MCO 8300.1_ are to be reported within five (5) working days. These reports will be submitted by the unit's supply officer.

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CHAPTER 11

MAINTENANCE TRAINING

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CHAPTER 11

MAINTENANCE TRAINING

11000. MAINTENANCE TRAINING

1. Maintenance training is a command responsibility at all levels. The current edition of MCO 1510.65 (Individual Training Standards (ITS) System for Ordnance Maintenance Occupational Field 21XX) provide basic policies and procedures for the conduct and recording of operator/mechanic technical training.

2. Collateral duties, i.e. publications clerk, MIMMS clerk, calibrations clerk, training clerk, modifications clerk, etc., will all be provided thorough training in these duties and recorded in the Marines individual training jacket.

3. Minimum Requirements. The Commanding Officer (Battalion/Squadron level) is responsible for ensuring that ordnance related technical training is incorporated in the annual training plan, quarterly/monthly/weekly (as appropriate) training schedule, and that appropriate attendance records are maintained. At a minimum, ordnance technical training for MOS 2100 personnel will be scheduled, conducted, recorded, evaluated and will include the following:

a. Individual Training Standards using the current edition of the MCO 1510.65 required of their grade and MOS. This does not have to be formal training. This training requires documentation of performance level and if the performance level is not proficient, training is to be provided until the Marine can perform the specific task.

b. Serviceability inspection techniques for ordnance equipment held by the unit.

c. Repair procedures at the appropriate echelon of maintenance for ordnance equipment held by the unit.

d. A review of each Modification Instruction (MI) pertaining to ordnance equipment held by the unit and instruction on how to document modifications.

e. A review of each Technical Instruction (TI) in the 1005, 4700, 5500 and 8000 series which is applicable to the unit's equipment and armory/gun park/ramp management.

f. Procedures for completing ordnance equipment NAVMC

forms and records, to include all ground launched missile systems as per the most current edition of TM 4700-15/1_.

g. Procedures for completing maintenance management related forms (ERO/EROSL), calibration, modification control forms, Product Quality Deficiency Report (PQDR) etc.).

h. Procedures for establishing and maintaining a technical publications program to include ordering, documenting changes, inventories and submitting NAVMC 10772's.

i. Procedures for establishing and maintaining SL-3/tool set inventories, with emphasis on identifying all required tools in their echelon of maintenance.

j. Review and application of the current edition of MCO 5500.6_ (Arming of Law Enforcement and Security Personnel and the Use of Deadly Force).

k. Review and application of the current editions of ref (a) (Physical Security of Sensitive Arms, Ammunition and Explosives) and ref (b) (Physical Security and Loss Prevention).

l. Review and application of the requirements for handling Tritium Fire Control Instruments in accordance with current edition of TI-5104-15/2.

m. Review of proper lubrication per weapons system. Paying special attention to the different environments that weapons may be in, i.e. cold/hot weather or high/low humidity.

3. Correspondence Course. The use of Marine Corps, Army and Air Force correspondence courses should be encouraged to enhance unit training programs.

4. Explosive Ordnance Disposal (EOD) Lecture. Once annually, (if possible) all MOS 2100 personnel and weapon custodians should receive an EOD lecture on unexploded ordnance changes and reporting procedures.

11001. ORDNANCE TRAINING RECORDS. All training conducted will be recorded in the individual Marines training jacket. The individual training jacket is an important tool for understanding the level of training/experience a Marine may have. The training jacket should be a detailed part of a Marines career as is the Service Record Book, documenting

the skills he/she learns. It is not recommended that counseling, unless it is proficiency related, be incorporated into the training jacket.

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CHAPTER 12

SUPPLY PROCEDURES AND SUPPLEMENTAL PROGRAMS

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CHAPTER 12

SUPPLY PROCEDURES AND SUPPLEMENTAL PROGRAMS

12000. SUPPLY

1. General. The key to successful supply support is the ability to predict what will be required in sufficient time to obtain the items through routine requisitioning procedures and to avoid critical shortages and significant excesses. Close coordination between supply and maintenance commodities is critical to ensure that publications, supplies, and repair parts are on hand or that valid requisitions exist.

2. Familiarization with, and observance of the procedures established by MCO P4400.150_ and UM 4400-124, in addition to maximum use of the Support Activities Supply System (SASSY) and MIMMS are essential to effective supply procedures.

3. Maintenance and armory personnel will maintain a record of all publications, parts, supplies, and components placed on requisition. This record must provide, but not be limited to, item nomenclature, national stock number (NSN), or publication control number (PCN) in case of publications, quantity requested, and a valid document number obtained from the supply office. A reconciliation of all valid document numbers/supply requests will be made with the supply officer/clerk at least biweekly (every two weeks) per ref (d) and UM 4400-124.

4. ERO Parts Bins (Layette). Once any repair parts are delivered to the maintenance area from Supply, an ERO parts bin will be used to hold repair parts until all requisitions are received and work can commence. The shop copy of the EROSL used to order the repair parts will be placed in the corresponding ERO parts bin. The Marine designated to manage the ERO parts bin will annotate the applicable document number on the EROSL with the date, quantity received, and his/her initials as repair parts are received. Reference (d) and ref (f) provide detailed guidance.

5. Pre-expended Bins (PEB). The Commanding Officer (Battalion/Squadron level) may authorize, in writing, the establishment of PEB's within the armory or repair shop. However, materiel in these bins must be maintained in accordance with ref (d), ref (f) and UM 4400-124. Do not substitute PEBs for normal means of obtaining seldom used repair parts.

6. Scrounges. Repair parts and consumables which are received from other than the normal source of supply are commonly referred

to as scrounged. Report the usage of all scrounges via a "4" transaction with Advice Code "SC" per instructions contained in UM 4790-5.

12001. FISCAL. Normally, the Battalion/Squadron Supply Officer handles all fiscal matters within the organization. However, it is the responsibility of the unit ordnance personnel to assist in preparing the budget and controlling the expenditure of funds related to ordnance. MCO P7100.8_ (Field Budget Guidance Manual) provides policy and administrative guidance for the exercise of financial management.

12002. SUPPLEMENTAL PROGRAMS (GENERAL). Programs have been established to supplement the maintenance effort and assist in maintaining equipment. These programs include the recoverable item program (WIR), replacement and evacuation program (R&E), secondary depot reparable program (SECREP), and the inspect and repair only as necessary (IROAN) program.

12003. REPLACEMENT AND EVACUATION (R&E) PROGRAM. This program provides for systematic replacing and evacuating for repair of certain major ordnance items before the equipment condition becomes unacceptably degraded or uneconomical to repair. Procedures and established criteria for this program are contained in MCO P4400.82 and TI 4710-14/1.

12004. SECONDARY REPAIRABLE ITEMS PROGRAM (SECREP). This program uses the maintenance effort as a source of supply and reduces end item down time by exchanging unserviceable assemblies for serviceable like items. The unserviceable items turned in are repaired and used to fill subsequent demands. The repairable program includes separate programs for "R" coded direct exchange items and secondary repairable items. Procedures for conduct of this program are provided in MCO P4400.82_.

12005. RECOVERABLE ITEMS PROGRAM (WIR)

1. The recoverable items program provides for the recovery, reporting and management of recoverable items which: cannot be repaired within the resources available to the field commanders; are beyond economical repair; or become excess to the command's allowance. MCO P4400.82_ sets forth the procedures for the recoverable items program.

2. When equipment is determined to require fifth echelon maintenance or is uneconomically repairable, the third/fourth echelon maintenance facility will submit a WIR and provide the using unit a Letter of Unserviceable Property (LUP Letter) authorizing requisition of a replacement item. Requisition replacements per UM 4400-124.

12006. INSPECT AND REPAIR ONLY AS NECESSARY (IROAN)

1. Intended as an extension of the R&E program and cost saving measure, the purpose of IROAN is to extend the service life of equipment not normally eligible for R&E. Unlike the R&E program, equipment inducted into IROAN is not subjected to a complete rebuild.
2. MCLB, Albany, Georgia will issue a message announcing the equipment and procedures for processing IROAN candidates. Detailed procedures will include the authorization and extent of selective interchange of serviceable components.
3. Equipment nominated for the IROAN program is not exempt from normal required PM/CM services. Commanders will ensure that equipment nominated for the IROAN program is not subject to neglect, abuse or cannibalistic.
4. The unit MMO and supply officer are normally responsible for managing the IROAN program.

12007. ADMINISTRATIVE STORAGE/ADMINISTRATIVE DEADLINE. PMCS may be deferred or intervals extended for the following reasons: equipment is placed in administrative storage or equipment is placed on administrative deadline. Administrative storage or administrative deadline is the voluntary removal of a serviceable item of equipment from operational use. These two programs are management techniques for conserving maintenance resources. When a unit's operational or training tempo does not require the constant use of all equipment on-hand, administrative storage and deadline should be considered. The criteria and PMCS requirements for equipment placed in administrative storage program or administrative deadline are as follows (ref (d), par 3002.11 & ref (f), par 6001 apply):

a. The Commander MARFORRES may authorize administrative storage programs. When administrative storage programs are authorized, the equipment must:

- (1) Not be stored less than 12 months or more than 30 months.
- (2) Be in condition code A.
- (3) Be visually inspected quarterly.
- (4) Be exercised every 6 months.
- (5) Have had a semiannual PMCS before induction.

(6) Have any due PMCS conducted and a new PMCS scheduled upon removal.

(7) Be in level B preservation per MIL-V-62038.

b. Commanding Officers (Battalion, Squadron and higher) may authorize administrative deadline. When administrative deadline programs are authorized, the equipment may have batteries and pilferable items removed and stored and must:

(1) Not be stored less than 6 months or more than 12 months.

(2) Be in a mission capable status.

(3) Be visually inspected monthly.

(4) Have a daily or equivalent PMCS performed in conjunction with quarterly exercise.

(5) Have a semiannual or annual PMCS performed within 30 days before induction.

(6) Have any due PMCS conducted and a new PMCS scheduled upon removal.

c. When test measurement diagnostic equipment (TMDE) is placed in administrative storage or on administrative deadline, it must be classified as inactive, and the appropriate "Inactive" calibration label affixed.

d. Authority to remove materiel from administrative storage or administrative deadline may be requested by the Commanding Officer (Battalion, Squadron and higher) at any time.

12008. COMBAT READY STORAGE PROGRAM (CRSP). The CRSP is an out-of-service storage program designed to conserve combat and mission essential assets and reduce the maintenance cost required to assure an operationally ready unit. Proper utilization and management of the program will improve equipment readiness, balance the ratio of maintenance personnel to equipment and increase the time and money available to conduct essential unit operational and technical training.

12009. LEVEL "A" VOLATILE CORROSION INHIBITOR (VCI) PACKING OF WEAPONS

1. VCI packaging provides protection against corrosion by means of Volatilization (the release of vapors within the package).

These vapors form an invisible film around an item and prevent corrosion so long as the item is completely enclosed by the VCI material and the package is maintained air tight. VCI is an effective and economical method for packaging and protecting small arms weapons. In this regard, items properly packaged by this method are ready, with limited cleaning, for immediate use upon removal from the package.

2. The unit Commanding Officer will insure individual Marines are issued an individual weapon to accomplish the unit mission. There may be the need to level "A" pack weapons due to firepower enhancement weapon systems and staffing goals below T/O. Each CO/I-I will ensure that all T/O and T/E weapons are retained per ref (c). Authorization to place weapons, optical instruments, or any other ordnance item in VCI packing will be granted on a case-by-case basis. Request containing TAMCN, nomenclature, total on hand, quantity to level "A" pack, and justification will be submitted as follows: From the AA&E officer to Commander MARFORRES (AC/S G-4/ORD) via the Commanding Officer and Maintenance Management Officer.

3. All weapons placed into level "A" VCI must be completely serviceable with prescribed collateral materiel, thoroughly cleaned, and all modifications performed. This will be accomplished through inspection by the supporting ordnance facility and certified by affixing an ordnance materiel inspection/repair tag (NAVMC 1018) to each item per TI-8005-34/18.

4. Level "A" VCI packing of weapons will be accomplished by Preservation, Packing and Packaging (PP&P), Supply Battalion, FSSG per MCO 4030.16 and TI-8005-34/18. The term "packaged per TI-8005-34/18" will be stenciled on the outside of the container.

5. Ten percent of all level "A" VCI packaged weapons must be inspected annually for rust/corrosion beginning 1 year from date of initial packaging. If any weapons are found to have rust/corrosion, all must be opened and cleaned.

6. All weapons placed into level "A" VCI packaging must be afforded all security standards required by ref (a).

7. Weapons that have been packaged by VCI methods by units that do not have sealing equipment must be inspected every six months to ensure that the VCI protection is effective. If evidence of corrosion is found or it is determined that the VCI materials are no longer effective, these materials should be discarded and weapons completely repackaged.

12010. METHODS OF CONTROL FOR ITEMS HELD IN VOLATILE CORROSION
INHIBITOR (VCI) PACKING

Items held in VCI packing will be verified by serial numbers recorded on the exterior of VCI packing. Should items be received in level "A" packaging without serial numbers having been recorded on the exterior of the VCI packing, units are authorized to retain items in VCI packaging and account for items by serial numbers received on the documentation vice a visual inspection. However, the first time VCI packaging is violated, units will conduct a visual inspection and verify the serial numbers as required by MCO 8300.1__.

12011. PREPACKING INSPECTION FOR SERVICEABILITY OF ORDNANCE
MATERIEL USING VCI

1. TI-8005-34/18 provides packing and packaging instructions for small arms, using VCI treated materials. Units are encouraged to retain or place equipment not required for operational use in level "A" packaging. However, the cost of these procedures prohibits the frequent removal of the VCI packaging to verify serial numbers.

2. Units shall implement the following procedures for serialized ordnance items while the items are in VCI packing.

a. Those weapons received or on-hand in level "A" or "B" packaging (which incorporates VCI packaging) may be retained in this packaging until:

(1) The shelf life of item expires.

(2) Operational or training commitments require employment of the equipment.

(3) VCI packaging is damaged in such a manner as to violate the air seal.

(4) In the judgment of the responsible unit CO/I-I, a visual inspection of the equipment is required.

b. Serialized ordnance items being repackaged in VCI bags will be marked as required by MCO 4030.16F.

c. Items previously received from the stores system and not marked per MCO 4030.16F will be removed from VCI packaging and accounted for by serial number.

d. A packing list identifying contents of each box will be

affixed to the exterior of the box with a packing list inside the container. This list will contain serial numbers of contents.

e. A record of inspection will also be affixed to exterior of each container. This record will record the date of the latest inspection of the contents of each box and the name and rank of the individual making the inspection. Contents of each box will be physically inspected to ensure that VCI packing is intact and contents of box are as indicated on unit records. The frequency of this type of inspection will not be less than once every six months.

f. Units may modify monthly serialized inventory procedures to accept physical count/serial numbers identified on the packing list attached to the container.

g. The security by the banding of containers will be such as to preclude removal of cartons and/or boxes from the pallet without disturbing the banding material. To accomplish this an approved seal will be affixed. These seals will be inspected daily by armory personnel. Evidence of damage will be the subject of an immediate investigation, to ensure the presence of all ordnance items.

h. Units utilizing standard type arms/pistols chests incorporating a hasp may employ the following procedures:

(1) The chest will be secured by case hardened shackle and lock.

(2) Sealed by using an approved seal and affixed as instructed below.

(3) The serialized seal (ball type) will be recorded when it is installed. The master record of serial numbers of seals will not be co-located in the same area where this seal is used.

i. Seals are devices used to detect tampering. Seal systems provide a level of assurance that no tampering or entry has occurred during the period since the seal was applied or checked. Seals do not deter forced entry. Tamper resistance of a seals is dependent upon its unique identification. Seals are distinguished by the addition of unique identification characteristics such as sequential serial numbers, scratches, or other random marks.

(1) Selection Guide. Seals are classified into 17 different types by MIL-S-23769C.

(2) Ordering Guide. One person should be responsible for ordering and receiving protective seals from the manufacture.

(3) To prevent unauthorized use, extra security seals will not be retained in the armory. The unit supply officer will establish stringent controls for these items.

12012. INSTRUCTIONS FOR AFFIXING CIRCULAR TYPE METALLIC SEAL FOR SECURITY OF PALLETIZED WEAPONS IN LEVEL "A" PACKAGING

1. Weapons will be boxed and palletized.
2. The serial numbers of the contents will be recorded on the exterior of the box/carton that is viewable.
3. The cartons/boxes will be securely banded to the pallet. Several small containers may be banded together to create one large package which will be difficult to move by a potential thief. Care must be exercised, so as not to damage the carton and the VCI packaging protecting the contents.
4. The date the seal was attached will be recorded on the shipping tag and the tag attached to the banding material. The serial number of the seal will be recorded with the unit supply officer and the responsible officer for the armory. Inventory officers will inspect the certified listing on each container, verify seal serial number and check for any signs of tampering or forced entry. Specific instructions, if required, may be established in a unit policy letter and a copy will be retained in the armory.
5. The objective is to detect theft or tampering. Any method of affixing seals that will accomplish the objective is authorized.

12013. RECEIVING WEAPONS FROM SUPPLY SOURCES IN LEVEL "A" CONDITION. Units that receive weapons or ordnance materiel in level "A" packing from supply sources, in heat sealed VCI material, should not open such packaging for verification of serial numbers, providing hand-to-hand receipt requirements have been fulfilled and documentation of the serial numbers of those items contained therein are provided, unless:

1. The level "A" VCI pack containers are not marked and the serial number is not readily visible on the outside of the container.
2. The certified serial number listing/documentation has been lost, stolen, or destroyed.

3. Signs of tampering or forced entry into the material containers is suspected or evident.

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CHAPTER 13

FORMS, RECORDS, LOGS, GUN BOOKS AND ORDNANCE VEHICLE LOG BOOKS

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CHAPTER 13

FORMS, RECORDS, LOGS, GUN BOOKS, AND ORDNANCE VEHICLE LOG BOOKS

13000. GENERAL

1. TM 4700-15/1_ provides detailed instructions for the preparation, use and disposition of required forms and records associated with the operation, maintenance, repair, and disposition of Marine Corps equipment.
2. Commanding Officer's and supervisory personnel responsible for ordnance maintenance will ensure strict adherence to current directives and the provisions contained in TM 4700-15/1_ in maintaining ordnance equipment records.
3. Inspection tags (NAVMC 1018) will be properly completed and attached to all items of ordnance equipment, upon detection of repairs required, and when evacuated to maintenance facilities for repair.
4. Ordnance equipment records will accompany equipment evacuated to maintenance facilities.

13001. ORDNANCE VEHICLES RECORDS/LOGS

1. The unit Commanding Officer is responsible for all aspects of record maintenance concerning ordnance vehicles. The Commanding Officer will ensure that current directives are promulgated within his/her unit to specify required entries in ordnance vehicle log books, and assign personnel to conduct periodic and timely inspections of logbooks.
2. Maintenance officers and vehicle commanders will be thoroughly familiar with the records required for the operation and maintenance of ordnance vehicles and will ensure that appropriate required maintenance entries are recorded in a timely manner in each individual logbook.
3. Log books are required for each Marine Corps ordnance vehicle. Entries in log books will be made with black ball point pen or indelible pencil.
4. Responsibilities and specific instructions for preparation of forms/pages of the ordnance vehicle log book are contained in TM 4700-15/1_. Sequence of pages is provided in SL-3-03095A.

13002. WEAPON RECORD BOOKS (NAVMC 10558 PART I AND NAVMC 10558A PART II)

1. Purpose. The purpose of the weapon record book is to maintain an historical record of the number of rounds fired and an accurate record of repairs. Additional pertinent information may be included at the Commanding Officer's discretion.

2. Refer to TM 4700-15/1_ for additional information.

13003. LOST OR MISSING WEAPONS RECORD BOOKS/VEHICLE LOGS

1. Weapon Record Book. When the custody of a weapon is transferred, it is the responsibility of the new custodian to ensure that the weapon record book is with the weapon upon receipt. In the event that the record book is not received, the new custodian initiates action to locate the missing record and is responsible for preparing new records if the missing record is not found. In the event a weapon record book is lost, the weapon will be placed on ADL immediately, and an investigation initiated (TM 4700-15/1).

a. As a matter of routine, the current rounds fired count will be annotated on all ERO's used to request borescope/pullover inspections.

b. In the event of a lost gun book, and after a thorough search fails to recover the gun book, the owning unit's S-4/ORDO will notify CG, (AC/S G-4/ORD) and arrange to pick up a replacement book. Deployed units report lost books via message; subsequently Division Ordnance will expedite shipment of replacement books. The weapon will then be delivered to the supporting IMA accompanied by an ERO, "request LTI for the purpose of gun book reconstruction." With the request ERO, the unit must provide detailed background information, i.e., estimated the number of rounds and effective full charge (EFC) at time of loss. In the collection and subsequent presentation of info/data, the following points are germane:

(1) Reconstruction of the operational use/availability of the guns since the last known rounds count is essential. Use training schedules, range requests, ordnance vehicle log book, etc..

(2) If the gun is associated with similar guns, i.e., one of a tank, LAV or AAV platoon, or a mortar section, then the number of rounds fired should be an average of the other guns in the platoon/section. Averaging is required if for some reason the gun was not taken to the range with the remainder of the platoon at specific times. A quick review of the maintenance record/ERO folder for the gun can yield valuable data which will

assist in determination of gun availability during periods of live fire exercises. Non-available guns cannot fire. If the gun was consistently available, then the rounds fired should be very near the number recorded for the other guns, thus eliminating the need for averaging.

(3) A review of the ammunition requisitions submitted for the type of gun, divided by the number of similar guns taken to the range during times of availability can further serve to assist in averaging rounds fired.

(4) Finally, interview the gun crew missing the gun book as well as other gun crews who may have insight into the methods of gun employment in order to assess reliability of information obtained via those points made above.

c. When missing gun books (NAVMC 10558A) are replaced, a beginning entry must be made in the bore inspection record section by the infantry weapons repair shop at FSSG.

d. When a pen change is required in a gun book the following procedures will be followed:

(1) A supervisor will verify that a change is needed.

(2) Neatly line out the wrong data and enter the correct data with black ink.

(3) Once changes are annotated a supervisor will review the change and place his/her initials and the date near the change. The use of white out/correction tape is prohibited. The Commanding Officer or designated representative will conduct a quarterly review of the weapon record book part I and/or part II for accuracy and completeness of all entries therein.

2. Ordnance Vehicle Logbook. The log book will accompany the vehicle when transferred between units. It is the responsibility of the receiving/owning unit to initiate action to locate missing log books.

a. The vehicle should be deadlined until enough information in regards to safe operation and maintenance status can be obtained, i.e., research local records, LTI's etc..

b. Miles, hours, PM services and modifications, etc., will be reconstructed as best as possible and a new log book will be started.

13004. TOW AND JAVELIN WEAPONS RECORDS/LOG BOOKS

1. Chapter 6 of TM 4700-15/1_ establishes a requirement for records in the form of a file folder to be maintained on ground-launched missile systems. The equipment folder provides an accurate historical record of the entire service life of the item. It provides the field commander with exact information as to the condition and serviceability of that item and serves as an invaluable source of performance data to all echelons of maintenance.

2. It is the responsibility of each commander with custody or responsibility for the care, storage, and maintenance of the above listed items to ensure that equipment record folders are maintained per TM 4700-15/1_.

3. The record folder will accompany the weapon system or component to and from the FSSG maintenance activity when inducted for repairs, adjustments or tests.

13005. RECORDS/LOGS. Commanders and responsible personnel concerned with ordnance maintenance will ensure strict adherence to directives, the provision contained in current editions of TM 4700-15/1_, MCO P4790.2_, and UM 4400-124 in maintaining ordnance equipment records.

13006. AMMUNITION LOG. A log will be maintained to record ammunition signed out to the armorer/weapons custodian, and to the ammunition technician. Information as to lot numbers, DODIC, quantity, time in/out, signature, and armorers initials receiving/issuing of ammunition. The NAVMC 10774 is the standard form for accounting for ammunition.

13007. ARMORY ACCESS LOG. See paragraph 3011 of this directive.

13008. LASER RECORDS. At a minimum, unit exposure records shall contain a list of exposed personnel, an estimate of the exposure received, and a description of the physiological symptoms. This report should also include as an enclosure, a description and examination necessary to prevent future occurrences. All records will be kept on file by unit Laser System Safety Officer (LSSO) for five years. The records shall also be kept on file with the cognizant medical center. Regiments, battalions and separate companies will maintain records for five years. Records will include, but need not be limited to:

1. A log to record all operational, maintenance or training laser firings to include date, time, location, target, laser range officer, operator, purpose and personnel present. Additional documentation may also be included, as deemed appropriate.

2. An inventory record of all command held laser devices will be maintained. Inventory records will be kept on file for five years by the subordinate command LSSO.

3. A current listing of all personnel authorized to engage in laser operations and their specific functions/limitations. Such a list will be maintained by the unit LSSO and range control and periodically updated when changes occur.

4. Training records will be maintained of all personnel who engage in laser operations, maintenance or training, to include times and dates of training received, as well as copies of designations and assignments for laser operations. Unit LSSO maintains records for five years.

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CHAPTER 14

ADMINISTRATION

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CHAPTER 14

ADMINISTRATION

14000. PUBLICATIONS

1. The Marine Corps has a comprehensive technical publication system to support the maintenance effort at all levels. The current edition of MCO P5600.31_ requires Commanding Officer's to ensure that current maintenance publications are on hand, effective internal distribution control procedures are established, and that prompt action is taken to increase and/or decrease allowances as requirements change. Because of the variety and complexity of current weapons and ordnance equipment, it is impossible for technicians to perform all maintenance actions from memory alone. Proper diagnosis and repair cannot be performed without a current publication library. Outdated publications contain outdated information and material. Technicians who use outdated publications to guide their efforts can do more harm than good. They chance missing some essential, updated inspection criteria or repair procedure. This may result in delays in repairing equipment or, worse, placing unsafe or improperly repaired equipment in the hands of Marines.

2. A publications library is dynamic in the sense that it is constantly changing; for example, new publications are added, changes are made to existing publications, publications are replaced, etc. Therefore, establishing a publication library is only half the mission. It is also necessary to maintain a system to support the continuing operation of a publication library. Reference (d) and ref (i) both provide excellent guidance on establishing and maintaining a publication system.

3. When establishing a publications library, it is necessary to consider both technical publications (equipment associated & non-equipment associated) and non-technical publications. Those publications that pertain to armory operations and not to weapon system/equipment should be maintained separately in Armory Operations Directives Binder/Binders, sectioned by publication/directive type, (i.e., OPNAVINST's, MCO's, UM's, ForO's, etc.).

4. Units are not limited to holding publications associated to their equipment within their authorized echelon of maintenance (EOM). If units do maintain publications beyond their EOM, those publications must be maintained IAW MCO P5600.31_ and Appendix B of MCO P4790.2_.

5. The Marine Corps Publication Distribution System (MCPDS) lists all current technical publications - technical manuals (TM), stocklists (SL), supply instructions (SI), technical instructions (TI), modification instructions (MI), etc., in item designator (ID) number sequence and is updated quarterly. Units with direct access to MCPDS will use the system for publication management per MCO P5600.31. Units without direct access to MCPDS will use the PLMS for publication management. PLMS provides access to an automated SL-1-2/1-3 that is updated quarterly and may be access via the Internet at: <http://www.ala.usmc.mil>. The TI-5600 provides a more timely listing of technical publications and may be used to supplement the PLMS between quarterly updates.

6. Publication Procedures

a. Contact the unit supply section and obtain a current Consolidated Memorandum Receipt (CMR), then record the TAMCN/ID numbers of all equipment rated within the armory.

b. Obtain a copy of the current SL-1-2, via PLMS. Reconcile the ID numbers rated on the CMR with the SL-1-2 to determine all publications released for each piece of equipment. Determine exactly which publications are rated considering the unit's authorized echelon of maintenance.

c. Utilize the current SL-1-2 to perform a complete inventory of the armory publication library. Check the Publication Control Number (PCN) and date on each publications to ensure that they are current. Verify all publication changes (especially pen change) are properly entered. Ensure each publication is in a good state of serviceability. (Discard all publications that are outdated or unserviceable.)

d. Maintain technical publications in separate binders, by equipment type (i.e. M16A2, M249, M9, etc.). Binders shall be arranged in ID number sequence. Publications/directives inside each binder will be arranged in SL-1-2 sequence. Label/arencil binders neatly in a fashion that personnel can understand.

e. Order replacements for all outdated or unserviceable publications.

7. Units will maintain one operators manual for every rifle, pistol, grenade launcher, machine gun and set of binoculars they possess up to and including the first 100. Wherever quantities of these items on-hand exceed 100, operator manuals for 10% of the population over 100 will be maintained. Moreover, these operator manuals should be issued wherever possible and the

issuance annotated on the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576). Refer to TI-8005-15/21 and TM 4700-15/1_.

14001. DESKTOP PROCEDURES AND TURNOVER FILES

1. Desk-Top Procedures. The frequent change of personnel within units results in a lack of expertise and continuity in day-to-day operations. Proper use of desktop procedures greatly alleviates this situation and improves the overall efficiency of the unit. Desktop procedures should be a simple listing of significant items or notes pertinent to the everyday operation of a particular billet. Normally, they would include such items as current references, procedures for carrying out required duties, telephone numbers of individuals who might need to be contacted, and reports required. Procedures should also include information about general duties, opening and closing procedures, key control procedures, inventory procedures, etc.

2. Turnover Folders. A turnover folder will include information about policy, personnel, status of pending projects, references, management controls, functioning of the section, ways and means of accomplishing routine as well as infrequent tasks. In addition, it should include other such information as would be of value to an individual newly assigned to that billet. A format for the preparation of a turnover folder may be found in paragraph 1005 of ref (d) and paragraph 1003 of ref (f).

3. Additional information regarding desktop procedures and turnover files is contained in ref (d) and ref (f).

14002. T/A AND T/E RELATIONSHIP

1. Units of the MARFORRES manage two equipment requirements, the Training Allowance (T/A) and Table of Equipment (T/E). The T/A allowance is that portion of the T/E required to train in garrison non-mobilization and is based on each unit's individual situation.

2. The Special Allowance is a requirement above the units T/E that is required to accomplish training, approved only at higher levels of command. For mobilization, it is imperative that commanders have on-hand information concerning ordnance equipment overages and shortages for rapid transportation dissemination requirements. The Armament Summary Chart, in Appendix A, provides a format for maintaining the status differences in regards to the T/A and T/E relationship.

SOP FOR GROUND ORDNANCE

APPENDIX A

AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL WEAPONS

From: (Battalion/Squadron) Commanding Officer, Unit, City
To: Corporal Lance A. Banatz 123 45 6789/2111 USMC

Subj: AUTHORIZATION TO WITNESS THE ISSUE/RECOVERY OF INDIVIDUAL
WEAPONS

Ref: (a) UM 4400-124, par 2.9
(b) TM 4700-15/1_, par 7-3.b
(c) ForO P8000.1_, par 2001.1(b)

1. Per the references, you are hereby authorized to witness the initial issue and final recovery of individual weapons by signing the INSPECTING OFFICER block of the Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) for Unit Name, City.

2. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.

3. Sample signature: _____.

4. This letter will be retained on-file in the unit armory until all NAVMC 10576s with your signature have been recovered.

I. M. INCHARGE

Copy to: Ordnance Officer
Armory

SOP FOR GROUND ORDNANCE

APPENDIX B

AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS

From: (Battalion/Squadron) Commanding Officer, Unit, City
To: Captain Joseph S. Ragman 123 45 6789/0302 USMC

Subj: AUTHORIZATION TO SIGN ORDNANCE CUSTODY RECEIPT CARDS
(NAVMC 10520)

Ref: (a) UM 4400-124, par 2.9
(b) TM 4700-15/1_, par 7-4.b
(c) ForO P8000.1_, par 2001.2.a(1)

1. Per the references, you are hereby authorized to sign ordnance custody receipt cards (NAVMC 10520) for Unit Name, City.
2. You will be responsible for ensuring the security and positive control of all blank NAVMC 10520 cards at your unit.
3. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
4. Sample signature: _____.
5. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. INCHARGE

Copy to: Ordnance Officer
Armory

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APPENDIX C

MACHINE GUN CREW ASSIGNMENTS

From: Commanding Officer, Unit Name, City
To: Armorer/Weapons Custodian, Unit Name, City

Subj: MACHINE GUN CREW ASSIGNMENTS

Ref: (a) TM 4700-15/1_, par 7-5.b
(b) ForO P8000.1_, par 2002.1(b)1

1. Per the reference, the following machine gun crews are assigned for Unit Name, City:

<u>Gun Crew 1</u>	<u>Name</u>	<u>Rank</u>	<u>SSN</u>
M240G MG Ser# 7474	Gunner		
Tripod M122 #7774	Asst Gunner		
	Ammo Man		
	Ammo Man		

<u>Gun Crew 1</u>	<u>Name</u>	<u>Rank</u>	<u>SSN</u>
M240G MG Ser# 7582	Gunner		
Tripod M122 #8111	Asst Gunner		
	Ammo Man		
	Ammo Man		

2. Individuals assigned to a gun crew are granted authority to receipt for that particular weapon. Prior to the release of the machine-gun and collateral equipment, the individual responsible, by this assignment, will surrender their identification card and Weapons Custody Receipt, NAVMC 10520. After validation, the identification card will be returned to the individual. The weapons custody receipt card will remain in the armory while the weapon and collateral equipment are in the hands of the assigned personnel.

3. Individuals assigned to gun crew teams are responsible for the accountability of the weapon and all collateral equipment in their custody.

I. M. INCHARGE

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APPENDIX D

ARMAMENT SUMMARY CHART

[illegible]

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APPENDIX E

SECURITY RISK CATEGORIES

1. Missiles and Rockets

a. Category I. Non-nuclear missiles and rockets in a ready-to-fire configuration, or if jointly stored or transported with the launcher tube and/or gripstock and the explosive round though not in a ready-to-fire configuration, shall be considered Category I items. Included are the Redeye, Stinger, Dragon, Javelin, Light Antitank Weapon (LAW) (66mm), shoulder-launched multi purpose assault weapon (SMAW) (83mm), M136(AT-4) anti-armor launcher and cartridge (84mm).

b. Category II. Missiles and rockets not in a ready-to-fire configuration that are crew-served or require platform-mounted launchers and other equipment to function. Included in this group are the tube-launched optically tracked weapon (TOW) missile and Hydra-70.

c. Category III. Missiles and rockets that require platform-mounted launchers and complex hardware and software equipment to function. Included in this group is the Hellfire missile.

2. Arms. Weapon capabilities are defined in Code of Federal Regulations (CFR) 27, subchapter M, part 179, pg 607 & 608. The CFR list weapons capabilities and are given a Department of the Navy category number as listed below.

a. Category II. M14s (with selector switches), M16s, and light automatic weapons up to and including .50 caliber and 40mm MK 19 machine guns. Note: Marine Corps activities will treat 20mm M242 (Bush Master) chain guns (and similar newly-developed weapons) as Category II arms if they are not mounted on secured vehicles. Weapon components such as silencers, mufflers, and noise suppression devices will be treated as Category II items.

b. Category III. Includes the following items. Launch tube and grip stock for the Stinger missile. Launch tube, sight assembly, and grip stock for the Redeye missile. Tracker for the Dragon missile. Mortar tubes up to and including 81mm. Grenade launchers. Rocket and missile launchers with an unpacked weight of 100 pounds or less. Flame throwers. The launcher or missile guidance set, or the optical sight for the TOW.

c. Category IV. Includes the following items. Shoulder-fired weapons, other than grenade launchers, not fully automatic. Handguns. Recoilless rifles up to and including 106mm.

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APPENDIX F

COMMAND SECURITY OFFICER (CSO) APPOINTMENT

From: Commanding Officer, Unit, City
To: 1stSgt Joseph A. Marine 123 45 6789/9999 USMC

Subj: APPOINTMENT AS COMMAND SECURITY OFFICER (CSO)

Ref: (a) MCO 5530.14, par 1008
(b) ForO P8000.1_, par 3001
(c) ForO P5500.1_, par 4002.4(b)

1. Per the references, you are hereby appointed as Command Security Officer for Unit Name, City.
2. You will be responsible for all physical security related issues at this unit. You will be guided in the performance of your duties by the references. You are directed to become familiar with and consult applicable orders and directives pertaining to this assignment.
3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. INCHARGE

Copy to: Ordnance Officer
Armory

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APPENDIX G

LOCAL SECURITY SURVEY

MARINE FORCES RESERVE PHYSICAL SECURITY SURVEY (circle one) ARMORY / VMF / SUPPLY / RESERVE		Date:
Unit:		Copy to: (1) COMMARFORRES (FAC) (2)
Address:		Ref: (a) ForO PSS00.1 (b) OPNAVINST 5530.13B (c) OPNAVINST 5530.14B
1. Per references (a) through (c), a physical security survey was conducted on (date) for (functional area, bldg, room, location of inspected area).		
2. This survey involved the review of local police crime statistics for the period from _____ to _____. The following types of crimes have occurred in the vicinity of the reserve center:		
3. <u>SYNOPSIS OF SURVEY</u> . The following deficiencies were identified:		
4. <u>BUILDING AND AREA</u> . The armory / VMF / supply warehouse / other is located in room # / building #. The sensitive space is located (describe location of space in relation to entrances, exterior walls, assembly area, etc). The area surrounding the reserve center is urban, suburban, rural. Its use is characterized as residential / commercial / industrial.		
5. <u>PHYSICAL SECURITY BARRIERS / EQUIPMENT</u> .		
a. Walls. Material and construction.		
b. Ceiling. Material and construction.		
c. Floor. Material and construction.		
d. Doors. Material and construction.		
e. Other openings (Issue ports, vents, windows). How secured.		
f. Fencing. Material and construction.		
g. Security Lighting.		
Signature of Activity Security Officer:		Signature of I-I / Site Commander:
Typed Name/Grade of Activity Security Officer:		Typed Name / Grade of I-I / Site Cmdr:

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APPENDIX G

LOCAL SECURITY SURVEY

Site:	Date:	Page ____ of ____
<p>h. Intrusion Detection System. Type and coverage.</p> <p>i. Locks. Type.</p> <p>j. Safes / Vaults / Containers.</p> <p>6. <u>PREVENTIVE MEASURES AND TRAINING.</u></p> <p>a. Lock and Key Control.</p> <p>b. Access Control.</p> <p>c. Accountability / Inventory.</p> <p>d. Training. (Deadly force / weapons / etc)</p> <p>e. Security Orders / SOPs</p>		

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APPENDIX H

FORCE PROTECTION CONDITIONS (FPCONs)

1. OVERVIEW. The FPCON measures in this Appendix are the minimum measures that will be implemented by a site Commanding Officer when a FPCON is prescribed (MCO 3302.1 applies). Security measures to be implemented under each FPCON are specified. If a command does not implement all of the specific measures under a declared FPCON, the rationale for those not taken must be reported to the Commanding Officer of next higher headquarters.

2. FPCONs

a. FPCON NORMAL. FPCON NORMAL applies when a general global threat of possible terrorist activity exists and warrants a routine security posture.

b. FPCON ALPHA. FPCON ALPHA applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable. ALPHA measures must be capable of being maintained indefinitely.

(1) Measure 1. Remind all personnel, including family members, at regular intervals to:

(a) Be suspicious and inquisitive about strangers, particularly those carrying suitcases or other containers.

(b) Be alert for unidentified vehicles on, or in the vicinity of, U.S. installations, units, or facilities.

(c) Be alert for abandoned parcels or suitcases of any unusual activity.

(2) Measure 2. Keep the Duty Officer or other appointed personnel who have access to plans for evacuation or for sealing off buildings or areas in use, or where an explosion or attack has occurred. Keep key personnel who may be needed to implement security plans on call.

(a) USMC recommended, Measure 2-1: Ensure duty personnel have knowledge of, and access to, emergency plans. (Give special attention to the evaluation of buildings and grounds in use, as well as the plans for condoning off areas.)

(b) USMC recommended, Measure 2-2: Establish on call duty roster of heavy equipment operators. All off-duty heavy

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equipment operators will report their destination and expected time of return to the military police desk (or the duty officer/NCO for units without a provost marshal) prior to leaving their listed recall address.

(3) Measure 3. Secure buildings, rooms, and storage areas not in regular use.

(4) Measure 4. Increase security spot checks of vehicles and persons entering installations and non-classified areas under the jurisdiction of the U.S. Commander or agency.

(a) USMC recommended, Measure 4-1: Installation military police (MP) institute random identification spot checks of passenger and commercial vehicle occupants entering the base or station, using predetermined criteria for vehicle selection. If possible, delays in traffic beyond 8 to 10 minutes should be avoided.

(b) USMC recommended, Measure 4-2: Installation MP, with or without the assistance of military working dog (MWD) teams, conduct daily Commanding Officer's administrative vehicle inspections at random times and locations, using predetermined criteria for vehicle selection.

(c) USMC recommended, Measure 4-3: Installation MP physically inspect and verify license plates affixed to vehicles entering the base or station.

(d) USMC recommended, Measure 4-4: Installation MP check the identification card, drivers license and/or vehicle registration card of all passenger vehicle and commercial truck drivers, and the identification card of vehicle occupants and pedestrians (to include joggers and bicyclists).

(5) Measure 5. Limit access points for vehicles and personnel commensurate with a reasonable flow or traffic.

(6) Measure 6. As a deterrent, apply one of the following measures from FPCON BRAVO individually and randomly:

(a) Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

(b) At the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity.

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(c) Check all deliveries to messes, clubs, and so forth (Advise family members to check all home deliveries).

(d) As far as resources allow, increase surveillance of domestic accommodations, schools, messes, clubs, and other "soft targets" to improve deterrence and defense and build confidence among staff and family members.

(7) Measure 7. Review and understand all plans, orders, personnel details, and logistical requirements related to the introduction of a higher FPCON.

(8) Measure 8. As appropriate, review and implement security measures for high-risk personnel; e.g., direct use of inconspicuous body armor.

(9) Measure 9. As appropriate, consult local authorities on the threat, and mutual AT Measures.

(a) USMC recommended, Measure 9-1: The installation Provost Marshall will notify adjacent police jurisdictions of threat conditions in effect at the base or station, and continue to exchange intelligence.

(b) USMC recommended, Measure 9-2: The commander and key staff review installation contingency plans.

(c) USMC recommended, Measure 9-3: Jurisdiction and command and control issues are agreed upon and exercised between the Federal Bureau of Investigation (FBI) and local or host-nation agencies.

(10) Measure 10. Spare.

(a) USMC recommended, Measure 10-1: Place barriers in "ready" position near gates and/or sensitive buildings, where they may be required to provide blocking, delaying or canalizing actions.

(b) USMC recommended, Measure 10-2: Establish counter-surveillance in areas likely to be targeted by hostile elements.

c. FPON BRAVO. FPCON BRAVO applies when an increased and more specific threat of terrorist activity exists. Sustaining BRAVO measures for a prolonged period may affect operational capability and relations with local authorities.

(1) Measure 11. Repeat Measure 1 in paragraph 4b above,

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and warn personnel of any other terrorist form of attack. USMC recommended, Measure 11-1: Unit security managers continue the threat briefing/information/orientation process for all personnel, with particular emphasis toward reporting suspicious incidents and persons.

(2) Measure 12. Keep all personnel involved in implementing antiterrorist contingency plans on call.

(a) USMC recommended, Measure 12-1: Key staff members continue preparation for implementing AT contingency plans.

(b) USMC recommended, Measure 12-2: All members of the crisis management team (CMT), off-duty military police, primary reaction platoon personnel, and other members of the crisis management force (CMF) report their destination and expected time of return to the MP desk sergeant or other designated official prior to leaving their listed recall address.

(c) USMC recommended, Measure 12-3: As far as resources allow, assign a driver and/or MP trained in protective service operations to the base commander, general officers, or other designated personnel with significant terrorist target value.

(d) USMC recommended, Measure 12-4: The provost marshal directs a periodic recall of the special reaction team (SRT), if one is established.

(3) Measure 13. Check plans for implementation of the measures contained in the next higher FPCON.

(4) Measure 14. Where possible, cars and objects such as crates and trash containers are to be moved at least 25 meters from buildings, particularly those buildings of a sensitive or prestigious nature. Consider the application of centralized parking.

(5) Measure 15. Secure and regularly inspect all buildings, rooms, and storage areas not in regular use.

(6) Measure 16. At the beginning and end of each workday and other regular and frequent intervals, inspect the interior and exterior of buildings in regular use for the presence of suspicious objects and packages.

(a) USMC recommended, Measure 16-1: Security and law enforcement personnel increase physical security checks of facilities after normal working hours.

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(b) USMC recommended, Measure 16-2: Explosive detector MWD teams check the exterior of vehicles in the parking lots immediately adjacent to headquarters and other sensitive buildings.

(7) Measure 17. Examine all mail for letter or parcel bomb devices.

(8) Measure 18. Check all deliveries to messes, clubs, etc.

(a) USMC recommended, Measure 18-1: Designated personnel and employees randomly check package deliveries brought into service areas.

(b) USMC recommended, Measure 18-2: Military dependents are advised to check all home deliveries, and to report all suspicious letters and packages.

(c) USMC recommended, Measure 18-3: Military police search all commercial vehicles entering the installation, and compare vehicle contents with bills of lading or other manifest documents.

(9) Measure 19. As far as resources will allow, increase surveillance of domestic accommodations, schools, messes, clubs, and other "soft targets".

(a) USMC recommended, Measure 19-1: Military police MWD teams conduct walking patrols of selected parts of the installation's housing area perimeter fenceline.

(b) USMC recommended, Measure 19-2: The installation commander implements regulations prohibiting the carrying of parcels into exchanges, clubs, and other designated buildings, except for specific circumstances and through specific doors where they will be checked for contraband. Signs indicating the new regulations should be conspicuously posted at these selected sites.

(c) USMC recommended, Measure 19-3: Security and law enforcement personnel increase patrolling of "soft targets" such as bachelor enlisted quarters (BEQ) and exchanges.

(10) Measure 20. Make organizational staff and dependents aware of the general situation in order to stop rumors and prevent unnecessary alarm.

(11) Measure 21. At an early stage, inform members of

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local security committees of any action being taken and why.

(12) Measure 22. Physically inspect visitors and a percentage of their suitcases, parcels, and other containers.

(a) USMC recommended, Measure 22-1: Commanding Officers reduce authorized access points of all buildings under their cognizance, direct the random ID checks at all building entrances, and direct the physical inspection of handbags, briefcases and parcels of all visitors.

(b) USMC recommended, Measure 22-2: Commanding Officers direct 100 percent identification card checks at buildings which are, or contain, high value targets.

(c) USMC recommended, Measure 22-3: Security personnel physically inspect all guests ("official visitors" may be exempted), and escort all visitors.

(d) USMC recommended, Measure 22-4: While issuing visitor passes, MP conduct a physical inspection of visitors entering the installation, to include their suitcases, parcels and other containers.

(13) Measure 23. Wherever possible, operate random patrols to check vehicles, people, and buildings. USMC recommended, Measure 23-1: Installation MP mobile patrols check roads adjacent to the installation's perimeter fenceline, and report suspicious off-base circumstances to the servicing law enforcement agency. Installation perimeter fencelines not accessible by vehicles should be checked on foot or by MWD teams.

(14) Measure 24. Protect off-base military personnel and military transport in accordance with prepared plans. Remind drivers to lock parked vehicles and institute a positive system of checking before entering and driving their vehicle.

(15) Measure 25. Implement additional security measures for high-risk personnel, as appropriate.

(a) USMC recommended, Measure 25-1: Use frost calls and base/station cable television to disseminate information and directions such as the use of civilian attire, off-limits lists, alternate reporting times, etc.

(b) USMC recommended, Measure 25-2: Train unit high-risk personnel in incident response and emergency aid procedures.

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(16) Measure 26. Brief personnel, who may augment guard force, on the use of deadly force and the rules of engagement.

(17) Measure 27. As appropriate, consult local authorities on the threat and mutual AT measures.

(a) USMC recommended, Measure 27-1: Emplace barriers at gates near sensitive buildings per the installation's barrier plan.

(b) USMC recommended, Measure 27-2: Support emplaced barriers with sufficient observation.

(18) Measure 28 through 29. Spares.

d. FPCON CHARLIE. FPCON CHARLIE applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and/or facilities is likely. Implementation of CHARLIE measures will create hardship, and effect the activities of the unit and its personnel.

(1) Measure 30. Continue all FPCON BRAVO measures, or introduce those measures still outstanding.

(2) Measure 31. Keep all personnel responsible for implementing antiterrorist plans available at their places of duty.

(3) Measure 32. Limit access points to an absolute minimum.

(4) Measure 33. Strictly enforce entry control and search a percentage of vehicles.

(5) Measure 34. Enforce centralized parking of vehicles away from sensitive buildings.

(6) Measure 35. Issue weapons to guards (local orders should include specific orders to issue ammunition). (Note: Marine Corps regulations already prescribe the issuance of loaded weapons to all personnel engaged in law enforcement or security duties.)

(7) Measure 36. Introduce increased patrolling of the installation.

(8) Measure 37. Protect all designated mission essential vulnerable areas (MEVAs) and vulnerable points (VPs). Give

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special attention to MEVAs and VPs outside military establishments.

(9) Measure 38. Erect barriers and obstacles to control traffic flow.

(10) Measure 39. Consult local authorities about closing public (and military) roads and facilities that will make sites more vulnerable to terrorist attacks.

(11) Measure 40. Spare.

e. FPCON DELTA. FPCON DELTA applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist actions against a specific location or person is imminent. Normally, this FPCON is declared as a localized condition. FPCON DELTA measures are not intended to be sustained for substantial periods.

(1) Measure 41. Continue or introduces all measures for FPCON BRAVO and CHARLIE.

(2) Measure 42. Augment guards as necessary.

(3) Measure 43. Identify all vehicles already on the installation within operational or mission support areas.

(4) Measure 44. Search all vehicles entering the installation, as well as their contents.

(5) Measure 45. Control all access, and implement positive identification of all personnel.

(6) Measure 46. Search all suitcases, briefcases, packages, etc., brought into the complex or installation.

(7) Measure 47. Take measures to control access to all areas under the jurisdiction of the U.S. command or agency concerned.

(8) Measure 48. Make frequent checks of the exterior of the buildings and parking areas.

(9) Measure 49. Minimize all administrative journeys and visits.

(10) Measure 50. Coordinate the possible closing of public and military roads and facilities with local authorities.

(11) Measure 51. Spare.

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APPENDIX I

UNACCOMPANIED/ACCOMPANIED/KEY ACCESS AUTHORIZATION LETTER

5500

DATE

From: Commanding Officer, Unit Name, City

To: Armory Files

Subj: ARMORY ACCESS LIST

Ref: (a) OPNAVINST 5530.13_, par 0305, 0407/0914

(b) ForO P8000.1_, par 3009

(c) ForO P5500.1_, par 13002.3

1. UNACCOMPANIED ACCESS. Per the references, the following personnel are hereby granted unaccompanied access to the unit armory for Unit Name. Further, these personnel are authorized one element of armory access. Additionally, these personnel are also authorized to draw and maintain keys to the unit armory.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>BILLET</u>
Wayne, J.W.	SSgt	954 58 6345	I-I Armorer
Marine, I.M.	SSgt	123 45 6789	I-I Trng Chf/Alt Wpons Cust
Smith, T.E.	SSgt	045 08 0401	I-I Admn Chf/Alt Wpons Cust
Helper, I.M.	LCpl	000 21 5486	Unit Armorer

2. ACCOMPANIED ACCESS. Per the references, the following personnel are hereby granted accompanied access to the unit armory for Unit Name. Further, these personnel are authorized one element of armory access.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>BILLET</u>
Marine, J.A.	1stSgt	987 65 4321	I-I 1stSgt/CSO/Key Cust
Doer, R.A.	SSgt	888 88 8889	I-I Supply Chf
Pusher, M.A.	Sgt	721 12 1212	I-I Motor-T Chf
Jones, B.A.	HM1	454 45 4545	I-I Corpsman

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Subj: ARMORY ACCESS LIST

3. This list supersedes and cancels all previous access lists.

I. M. COMMANDING

Copy to: MFR (FAC)
ASO

APPENDIX J

ARMORY ACCESS SCREENING (NAVMC 11386)

PERSONNEL SCREENING FOR ARMS, AMMUNITION, AND EXPLOSIVES (AA&E)

Screening (Check one) Initial Annual

Ref: (a) OPNAVINST 5530.13B
(b) ALMRF039797
(c) ALMRF03968

INDIVIDUAL		INDIVIDUAL CONDUCTING SCREENING	
RANK	NAME	RANK	NAME
SSN	MOS	SSN	MOS
BULLET	DATE OF SCREENING	BULLET	DATE OF SCREENING
SIGNATURE		SIGNATURE	
SUBJECT		YES	NO
Subject's medical record has been screened by a competent medical authority. There are no medical conditions that would prevent this Marine from handling AA&E.			
Subject's Marine's service record book or officer qualification record has been screened. There is no derogatory information that would prohibit this Marine from handling AA&E.			
Subject's Marine has no pending legal action or conviction by court martial, civilian courts, or nonjudicial punishment that would prohibit this Marine from handling AA&E.			
Subject's Marine demonstrates the requisite maturity, judgment, and leadership required to handle AA&E.			
Based on the above information, I have determined that the subject Marine (check one):			
<input type="checkbox"/> does meet the personal screening requirements to handle AA&E in performance of their regular duties.			
<input type="checkbox"/> currently does not meet the personal screening requirements to handle AA&E in performance of their regular duties. Subject Marine will be reevaluated in _____ days.			
<input type="checkbox"/> cannot meet the personal screening requirements to handle AA&E in performance of their regular duties. A summary of the findings for nonqualification is attached. If appropriate, the command will request via JMC(Core IM) that action be taken to retain and/or reassign subject individual to an occupational field not requiring grade/rehandling of AA&E.			
Retention: This record will be maintained for one year after termination of the individual's assignment, or one year after final interview if the individual is discharged during the screening or rescreening process.			
NAVMC 11386 (Rev 4/88) (F) SN 0109L R0390300		Designed using Form Flow 2.15, FLOWCARE, Jun 88	

SOP FOR GROUND ORDNANCE

APPENDIX K

GUIDANCE ON USE OF DEADLY FORCE

I, _____, understand that Deadly force is justified only under conditions of extreme necessity and when all three of the following circumstances are present:

1. Lesser means have been exhausted, are unavailable or cannot be reasonably employed;

2. The risk of death or serious bodily harm to innocent persons is not significantly increased by use; and

3. The purpose of its use is one of the following:

a. Self-Defense and Defense of Others. To protect myself or others if I reasonably believe that I or they are in imminent danger of death or serious bodily harm.

b. Assets Involving National Security. To prevent the actual theft or sabotage of assets vital to national security. DoD assets shall be specifically designated as "vital to national security" only when their loss, damage, or compromise would seriously jeopardize the fulfillment of a national defense mission (i.e., nuclear weapons; nuclear command, control and communications facilities; and designated restricted areas containing strategic operational assets, sensitive codes, or special access programs).

c. Assets Not Involving National Security But Inherently Dangerous To Others. To prevent the actual theft or sabotage of resources that, in the hands of an unauthorized individual, present a substantial potential danger of death or serious bodily harm to others (i.e., high-risk portable and lethal missiles, rockets, weapons, ammunition, explosives, chemical agents, and special nuclear material).

d. Serious Offenses Against Persons. To prevent or interrupt the commission of a serious crime that involves imminent danger of death or serious bodily harm to another (i.e., murder, arson, armed robbery, aggravated assault and rape).

e. Protect Public Health or Safety. To prevent the destruction of public utilities or similar critical infrastructure vital to public health or safety, the damage of which, would create an imminent danger of death or serious bodily harm to others.

SOP FOR GROUND ORDNANCE

APPENDIX K

f. Arrest or Apprehension. To arrest or apprehend a person who, there is probable cause to believe, has committed one of the serious offenses referred to in subparagraphs b through e above.

g. Escape. When deadly force has been specifically authorized to prevent the escape of a prisoner provided I have probable cause to believe that such a person:

(1) Has committed or attempted to commit one of the serious offenses referred to in subparagraphs 3.b through 3.e above.

(2) Would pose an imminent danger of death or serious bodily harm to law enforcement or security personnel or to any other person.

4. Additional requirements for the use of firearms:

a. Warning shots are prohibited.

b. When a firearm is discharged, it will be fired with the intent of rendering the person(s) at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Shots shall be fired only with due regard for the safety of innocent bystanders.

d. In the case of holstered weapons, a weapon should not be removed from the holster unless there is reasonable expectation that use of the weapon may be necessary.

SIGNATURE OF MARINE

SIGNATURE OF WITNESSING SNCO

PRINTED NAME / RANK / DATE

PRINTED NAME / RANK / DATE

SOP FOR GROUND ORDNANCE

APPENDIX L

LOADING AND CLEARING INSTRUCTION

1. Assume the weapon is loaded.
2. The following loading and clearing procedures for weapons will be adhered to:

- a. M16 RIFLE

- (1) To load the rifle: Pull bolt to the rear. Visually and physically check chamber for a round. Point the weapon in a safe direction/clearing barrel. Release the bolt and place the safety in the "safe" position.

- (2) To clear the rifle: Keep the weapon pointed in a clear direction/clearing barrel. Push the magazine release button and remove the loaded magazine from the rifle. Pull the bolt to the rear. Visually and physically check chamber for a round. With the weapon still pointed in a safe direction/clearing barrel, release the bolt and squeeze the trigger.

- b. M9 PISTOL

- (1) To load the pistol: Point the weapon in a safe direction/clearing barrel. Ensure safety is in the "safe" position. Insert a fully loaded magazine into the pistol. Pull the slide to the rear and chamber a round. Do not take the safety off except when Deadly Force is authorized.

- (2) To clear the pistol: Point the weapon in a safe direction/clearing barrel. Push the magazine release button and remove the magazine from the pistol. Pull the slide to the rear to remove the round from the chamber. Lock the slide to the rear. Visually and physically check chamber for a round. With the weapon still pointed in a safe direction/clearing barrel, release slide. Return round to magazine.

3. A clearing barrel will be utilized for clearing all weapons received by the armorer, including the clearing of his/her weapon at the closing of the armory.

4. Lead bullets discharged into a clearing barrel are not hazardous waste as long as the contents of the barrel remain in the barrel and the barrel and its contents have use as a backstop for weapons clearing. When the contents contain one or more

SOP FOR GROUND ORDNANCE

APPENDIX L

bullets, the contents immediately become waste when no longer in use and must be properly discarded. The holder of the hazardous waste shall arrange for proper disposal. Apply to your Defense Material and Reutilization Office for testing and disposal.

SIGNATURE OF MARINE

SIGNATURE OF WITNESSING SNCO

PRINTED NAME / RANK / DATE

PRINTED NAME / RANK / DATE

SOP FOR GROUND ORDNANCE

APPENDIX M

APPOINTMENT OF ARMORY LOCK/KEY CUSTODIAN

From: Commanding Officer (Site), Unit, City
To: 1stSgt I. M. Marine 123 45 6789/9999 USMC

Subj: APPOINTMENT AS ARMORY KEY AND LOCK CUSTODIAN

Ref: (a) OPNAVINST 5530.13_, par 0206
(b) ForO P8000.1A, par 3014

1. Per the references you are hereby appointed as the Armory Key/Lock Custodian for Unit Name, City.

2. You will be guided in the performance of your duties per the references. You are directed to become familiar with and consult applicable orders and directives pertaining to your position as the primary key custodian. Additionally, you are required to conduct a semi annual lock and key inventory, maintaining records on hand for one year.

3. This letter supersedes all previous letters of appointment and is rescinded upon your transfer from this command.

I. M. COMMANDING

Copy to: Armory
OOD

SOP FOR GROUND ORDNANCE

APPENDIX N

MARFORRES M16A2 INSPECTION SHEET

UNIT NAME/LOCATION: _____ DATE: _____ WEAPON SER#: _____

REF: (A) TM 05538C-23&P/2A

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Function Check	Perform function check.	3-92
	Rifle	Disassemble.	3-16
	Bolt Carrier Assembly	Check Carrier Key Screws for tightness & proper staking. Inspect Carrier Key for burrs, breaks or bends.	2-5
	Bolt Assembly	Inspect for cracks - especially in the area of the Cam Pin Hole. Inspect for cracks on Locking Lugs. Inspect for pitted or chipped Bolt Face.	2-4 2-5
	Firing Pin Hole	Test for elongated & oversize Firing Pin Hole	3-19
	Extractor	Check Extractor & Extractor Spring for serviceability. Ensure Rubber Insert is present.	2-5 2-25
	Ejector	Check Ejector & Ejector Spring for serviceability.	2-5
	Bolt Rings	Inspect for bent or missing Bolt Rings. To check for worn Bolt Rings: W/Cam Pin removed, turn Bolt Carrier Assembly & suspend so the Bolt Assembly is pointed down. Bolt must not drop out.	2-5
	Firing Pin	Inspect tip for proper contour. Inspect for pitting, wear, & burrs. Insert Firing Pin through Bolt and check for proper Firing Pin protrusion	3-18 3-19
	Handguards	Inspect internally & externally for cracks & damage. Check for missing Retaining Tabs. Heatshield must not rattle when Handguards are on rifle.	2-5 2-32
	Gas Tube	Ensure Gas Tube does not bind in Carrier Key. Inspect for damage, cracks & looseness. Check for signs of gas leakage around Front Sight Base.	2-8 3-34
	Upper Receiver	Inspect for cracks, wear, or damage. Inspect Forward Assist for free movement. Rotate Elevation & Windage Knobs to test for ease of functioning. Verify 8/3-3. Check Ejection Port Cover & spring for serviceability.	2-6
	Barrel	Inspect w/Barrel Erosion Gage. Hand check Barrel for looseness on Upper Receiver. Inspect Front Sight for chips, cracks or bends. Hand check Compensator for looseness on Barrel. Verify Compensator is at TDC.	3-45 2-6 2-37
	Bore	Inspect lands & grooves. Check w/ Straightness Gage.	3-46
	Chamber	Inspect w/Headpace Gage.	3-46
	Lower Receiver	Inspect for cracks & mutilation. Inspect Trigger & Hammer Pin Holes for elongation. Insert an empty magazine into the Receiver & check Magazine Release for proper function (X3).	3-67
	Buffer Assembly	Check for cracks - especially between hole & end of housing.	2-8 3-67
	Action Spring	Check for kinks. Ensure proper Action Spring length.	2-8
	Stock Assembly	Inspect for breaks, cracks, & chips. Check Buttplate for serviceability.	2-9 3-68
	Trigger Pull	Reassemble & test min/max Trigger Pull with Test Fixture.	3-89
	Function Check	Perform Function Check.	3-92

INSPECTOR (PRINT/SIGN): _____ ORGANIZATION: _____

SOP FOR GROUND ORDNANCE

APPENDIX N

MARFORRES M9 INSPECTION SHEET

UNIT NAME/LOCATION: _____ DATE: _____ WEAPON SER#: _____

REF: (A) TM 1005A-23&P/2A

(B) M9 SLIDE MEMORANDUM FOR RECORD DTD 13 JAN 93

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Slide	Inspect Slides marked "P. Beretta" for proper screening markings. Slides marked "Beretta USA" do not require screening marks.	Memo
	Magazine Release	Insert an empty magazine into the pistol & ensure Magazine Catch Assembly locks the magazine in place. Depress the Magazine Release Button & ensure magazine falls free (X3).	3-36
	Slide Stop	Retract & release Slide. Magazine Follower should push up on the Slide Stop, locking the Slide to the rear (X3).	3-36
	Decocking/Safety Lever	Place weapon on safe. Depress Slide Stop. Slide & Hammer should return to fully forward position. Decocking/Safety Lever must remain on safe (X3).	3-36
	Firing Pin Block	Squeeze & release Trigger. Firing Pin Block should move up and down. Hammer should not move. Trigger should return to the full forward position under spring tension (X3).	3-36
	Trigger Bar/Spring	Place weapon on fire. Squeeze & release Trigger. Hammer should cock & fall (X3).	3-36
		Squeeze Trigger & hold to rear. Retract & release Slide. Release Trigger, click should be heard, Hammer should not fall. Squeeze Trigger to check single action. Hammer should fall (X3).	3-36
	Pistol	Disassemble.	2-6
	Slide	Visually inspect Slide Rails for burrs or cracks. Decocking/Safety Lever should rotate freely & lock in each position. Check Firing Pin Block for free movement & spring tension. Check Extractor & Spring for serviceability.	2-6
	Firing Pin	With a 1/16" punch, push up on the Firing Pin Block while pushing in on the Firing Pin Striker with a 1/8" punch. Firing Pin should protrude through Slide Breech Face.	3-36
	Barrel	Visually inspect Barrel & Barrel Lugs for cracks & obstructions. Visually inspect Locking Block Lugs for cracks or burrs. Locking Block should move up & down freely.	2-6
	Recoil Spring	Visually inspect Recoil Spring for flat spots. Visually inspect Recoil Spring & Recoil Spring Guide. Should not be bent or burred. Perform drop test IAW TM. Ensure proper Recoil Spring length.	2-6 3-39
	Receiver	Visually inspect to ensure Receiver Rails are not bent, cracked or burred. Check for missing Grip Screws & Lock Washers. Visually inspect Magazine well for burrs.	2-7
	Trigger Pull	Reassemble & test min/max Trigger pull with Test Fixture.	3-37 3-39
	Function Check	Perform Function Check	3-36

INSPECTOR (PRINT/SIGN): _____ ORGANIZATION: _____

SOP FOR GROUND ORDNANCE

APPENDIX N

MARFORRES M249 INSPECTION SHEET

UNIT NAME/LOCATION: _____ DATE: _____ WEAPON SER#: _____

REF: (A) TM 08671A-23&P/2A

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Function Check	Perform function check IAW Operator TM.	
	Barrel Assembly (X2)	Check Barrel for bulges, cracks, bends, burrs, obstructions, or pits in Chamber & Bore, & loose Front Sights. Inspect Collar & Gas Regulator for cracks & burrs. Hand check Flash Suppressor for looseness on Barrel. Grip should not be cracked or missing. Inspect Handle per TM. Check for both Barrel ID Tags.	2-3
	Heatshield Assembly	Check Heatshield for bent, broken & missing components. Inspect Liner rivets for looseness	2-4
	Buttstock Assembly	Check for cracks, breaks, or missing components. Ensure Shoulder Rest locks in both positions. Ensure Buffer Plunger Spring is not broken/weak.	2-4
	Return Rod	Inspect Return Rod for cracks, breaks or bends. Ensure two Pins are not missing or broken.	2-4.1
	Spring	Check Spring for kinks, damaged or broken strands.	2-4.1
	Bolt & Slide Assembly	Check Extractor for cracks or weak Spring. Check Feed Roller for spring tension. Check Slide w/straight edge IAW TM. Check FP (FP) for straightness & well rounded tip. Ensure FP hole is round & not elongated.	2-5
	Piston Assembly	Inspect Piston Rod for bends, breaks, burrs, or cracks. Inspect Tower & Tube Portions for looseness.	2-6
	Trigger Mechanism Assembly	Inspect Tripping Lever & Sear for any burrs on edges or shoulders. Check function of Safety. Check Grip for cracks or looseness.	2-6
	Cover & Feed Mechanism	Move Feed Lever back & forth to check for smoothness. Inspect Cover Latches, Retaining Clip, Cartridge Guides, Feed Pawls, & Pins for serviceability. It is extremely important that the Cover Spring fully opens the Cover & maintains it in the fully open position.	2-6 2-7
	Feed Tray	Check Feed Tray for cracks, deformation & Rivets (2) for looseness. Check for gouges below Link Locators.	2-8
	Rear Sight Assembly	Ensure Rear Sight is securely attached to Cover. Check both Windage & Elevation Knob for looseness, binding, or slippage. Ensure Windage Scale & Peep Sight are serviceable.	2-8
	Bipod Assembly	Check both Bipod Legs for cracks, bends, incomplete or improper assembly. Inner Leg must lock, not bind.	2-8
	Handguard Assembly	Check Handguard for cracks & missing or broken Retaining Pins or Retaining Clips.	2-9
	Receiver Assembly	Check Cocking Handle & Stop. Check Barrel Locking Lever for good tension. Check Magazine Cover for spring tension. Check the Ejection Port Cover for spring tension & latching function. Check Ejector for chipped, distorted, or rounded tip.	2-9
	Gas Cylinder Assembly	Inspect for cracks, distortions, or gas leakage between Cylinder & Knurled Head.	2-10
	Function Check	Perform function check IAW Operator TM.	
	Headspace Gage	Check headspace for both barrels.	3-53
	F/Pin Protrusion	Check with Firing Pin Protrusion Gage.	3-54
	Trigger Pull	Test min/max Trigger Pull with Test Fixture.	3-55

INSPECTOR (PRINT/SIGN): _____ ORGANIZATION: _____

SOP FOR GROUND ORDNANCE

APPENDIX N

MARFORRES M240G INSPECTION SHEET

UNIT NAME/LOCATION: _____ DATE: _____ WEAPON SER#: _____

REF: (A) TM 08670A/09712A-23&P/2C

S = SERVICEABLE

U = UNSERVICEABLE

N/A = NOT APPLICABLE

STATUS	ITEM	PROCEDURES	PAGE
	Function Check	Perform Function Check.	
	Barrel Assembly	Check for bulges, bends, burrs, & obstructions or pits in Chamber or Bore. Disassemble, inspect, & reassemble Collar & Plug. Hand check Flash Hider for looseness on barrel. Inspect Front Sight for looseness or damage. Inspect Carrying Handle & Heatshield for bent, broken or missing parts. Ensure both Barrel ID Tags are present.	0007 00-1/ 00-2
	Buffer Assembly	Check for burrs or rough edges on Mating Grooves and Flanges. Check to make sure the Back Plate Latch locks Buttstock securely to Receiver. Make sure Buffer Plug sticks out through Back Plate. Machine Plug should be tight.	0007 00-3/ 00-4
	Buttstock	Inspect for cracks. Backplate Latch must lock Buttstock to Receiver.	0007 00-4
	Drive Spring Rod Assembly	Check the Drive Spring for broken strands. See TM for replacement criteria. Make sure Drive Spring Rod Assembly is not bent.	0007 00-5
	Bolt & Operating Rod Assembly	Remove Bolt Assembly from Operating Rod Assembly. Check Firing Pin for smooth round tip. Make sure ball is installed between the Spring Pin and the bottom of the groove. Visually inspect Bolt face for cracks. Check Roller for spring action & freedom of movement.	0007 00-5
	Trigger Spring Pin & Cover Hinge Spring Pin	Inspect Trigger Spring Pin and Cover Hinge Spring Pin for bends & broken or missing spring. See TM for replacement criteria.	0007 00-5
	Trigger Housing Assembly	Inspect Tripping Lever and Sear for burrs on edges or shoulders. Check Safety for proper function. Check Grip for loose or missing Screws. Check Sear Spring for proper placement.	0007 00-6
	Cover Assembly	Pivot Feed Lever back and forth to check for smoothness. Inspect Cover Latches, Retaining Clips, Cartridge Guides, Feed Pawls, and Pins.	0007 00-8
	Feed Tray	Check Feed Tray for cracks, deformation, broken welds, and/or loose Rivets.	0007 00-9
	Receiver Assembly	Ensure Rear Sight Assembly is securely mounted and operates properly. Check that Manual Control Handle operates properly. Check spring tension of Barrel Locking Latch. Check Receiver for loose or missing Rivets.	0007 00-10
	Bipod Assembly	Check Bipod legs for cracks, twisted or incomplete assembly.	0007 00-11
	Headspace Gage	Check Headspace for both Barrels.	0038 00-6
	Firing Pin Protrusion	Check with Firing Pin Protrusion Gage.	0038 00-10
	Trigger Pull	Reassemble & test min/max Trigger Pull with Test Fixture.	0038 00-3
	Breech Bore Erosion Test	Perform Breech Bore Erosion Test.	0024 00-1

INSPECTOR (PRINT/SIGN): _____ ORGANIZATION: _____

SOP FOR GROUND ORDNANCE

APPENDIX O

PRE-FIRE INSPECTION WAIVER

From: Commanding Officer, Unit, City
To: Commander, Marine Forces Reserve, (G-4/ORD)
4400 Dauphine St, New Orleans, LA. 70146-5400

Via: (1) Commanding Officer, Battalion/Regiment/Group
(2) Commanding General, (4thMarDiv/4thMAW/4thFSSG)

Subj: REQUEST FOR WAIVER OF PRE-FIRE INSPECTION FOR SMALL ARMS
WEAPONS PRIOR TO QUALIFICATION/REQUALIFICATION FIRING

Ref: (a) ForO P8000.1A, par 5012.2

1. It is requested that subject inspection be waived. As directed by the reference, the following information is submitted:

- a. Date of scheduled qualification/re-qualification firing.
- b. Date of the last Technical Assistance Visit (TAV).
- c. Nomenclature of the weapon.
- d. Serial number of the weapons.

2. The weapons listed above have not been fired or used for any type of field training or removed from the unit armory since the TAV LTI. Furthermore, the weapons listed above will not be fired or used for any type of field training or removed from the armory prior to scheduled qualification/requalification.

3. POC this unit is:

I. M. INCHARGE

SOP FOR GROUND ORDNANCE

APPENDIX P

SUBJECT/REFERENCE

ACCOUNTABILITY, SMALL ARMS MCO 8300.1 PARA 7
OPNAVINST 5530.13C PAR
0503(1)

ADMIN DEADLINE MCO P4790.2C PARA 3002.11.A

ADMIN STORAGE. MCO P4790.2C PARA 3002.11.A

ADVICE CODES UM 4790-5 PARA 24.9 W/CH1
UM 4400-124 PG 4-4-10 W/CH1

ALLOWANCES, TYPE 1,2,3 MCO P4400.150E PARA 2001
W/ERRAT CH1-2

AMMO ACCOUNTING POLICY MCO P4400.150E CHAP 7

AMMO INVENTORY CONTROL PROCEDURES. . UM 4400-124 PG 3-10-13
W/CH 1

AMMO RECORD NAVMC 10774. UM 4400.124 PG 3-10-18
MCO P4400.150E CHAP 7
W/ERRAT CH1-2

ARMING LAW ENFORCEMENT PERS. MCO 5500.6F

ARMORY ACCESS CONTROL UNACCOMP . . . OPNAVINST 5530.13C PARA 0407

ARMS ACCOUNTABILITY. OPNAVINST 5530.13C PARA 0503
MCO 8300.1C PARA 7

ASSIGNMENT OF ARMORY PERSONNEL . . . OPNAVINST 5530.13C PARA 0107

AUTHORIZED ECHELONS OF MAINT MCO P4790.2C PG 1-11 W/CH1

BILLS OF MATERIAL (BOM). UM 4400.100 PG 3-6-41

CALIBRATION CONTROL RECORDS. TM 4700-15/1H PG 2-7-1
MCO 4733.1B

CALIBRATION PROGRAM. MCO P4733.1B W/ERRATUM
MCO P4790.2C PARA 3005 W/CH1
MCO P4790.2C APPEN D-2
TM 4700-15/1H PG 2-7-1
TI 4733-15/11H

CALIBRATION EXCHANGE PROGRAM TI 4733-15/11H

SOP FOR GROUND ORDNANCE

APPENDIX F

CANNIBALIZATION. MCO P4790.2C PARA 1003.J
W/CH1

CAPTURED ENEMY EQUIPMENT MCO 5800.6A
MCBUL 5750
UM 4400.124 PG 3-6-33
OPNAVINST 3460.7

CATEGORY CODES UM 4790-5 PARA 24.4 W/CH1

CLASS OF SUPPLY. MCO P4400.150E PARA 9001.5

COMBAT ESSENTIALITY CODES. UM 4400-124 PG 4-4-20 W/CH1

COMMODITY MGRS MOD CNTRL RECORDS . . MCO P4790.2C PG 3-20 W/CH1
TM 4700-15/1H PG 2-5-1

CONDITION CODES. UM 4400-124 PG 4-4-22 W/CH1

CORRECTIVE MAINTENANCE MCO P4790.2C PARA 3003 W/CH1

CORRESPONDENCE SECNAVINST 5216.5D

CONFLICT OF INTEREST MCO P4400.150E PARA 1006

DAILY PROCESS REPORT (DPR) UM 4790-5 PARA 17.3.5 W/CH1

DAILY TRANSACTION LISTING (DTL). . . UM 4790-5 PARA 17.3.2
UM 4790-5 PARA 24.6

DUE AND STATUS FILE (DASF) CODES . . UM 4400-124 PG 4-2-1 W/CH1-4

DEADLINED EQUIPMENT. MCO P4790.2C PARA 1000.2.J
W/CH1

DEMAND CODES UM 4400-124 PG 4-4-35 W/CH1

DEMILITARIZATION CODES UM 4400-124 PG 4-4-36

DEFECT CODES UM 4790-5 PARA 24.2 W/CH1

DESK-TOP PROCEDURES. MCO P4790.2C PARA 1005.1
W/CH1

DISPOSITION CODES. UM 4400-124 PG 4-4-134
W/CH1-4

DOCUMENT IDENTIFIER CODES. UM 4400-124 PG 4-4-48

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APPENDIX P

DOCUMENT NUMBER CONSTRUCTION UM 4400-124 PG 4-4-50

EROSL ANNOTATION MCO P4790.2C PG 2-8

ERO BATCHING TM 4700-15/1H PG 2-2-20

ERO NUMBER ASSIGNMENT. UM 4790-5 PARA 21.1
UM 4400-124 PG 4-4-60 W/CH1

ERO PARTS BIN (LAYETTE). MCO P4790.2C PARA 2004.4
W/CH1

EVALUATION OF CANNON TUBE. TM 9-1000-202-14

FORCE ACTIVITY DESIGNATORS (F/AD). . MCO 4400.16G ENCL 1 PG 3
W/CH1-3

FSMAO POLICY WAIVERS MCO P4400.150E PARA 1011
W/ERRAT CH1-2

INDIVIDUAL WPN CHECK OUT PROCEDURES. UM 4400.124 PG 3-2-11

INSCRIBING U.S. ON COMMERCIAL WPNS . TI-8005-35/17

INSPECTION BY WITNESSING OFFICER . . TM-4700-15/1H CH7

INTRUSION DETECTION SYSTEM (IDS) . . OPNAVINST 5530.13C PARA 0201

JOB ID CODES UM 4790-5 PARA 24.8 W/CH1

JOB STATUS CODES UM 4790-5 PARA 24.3
UM 4400-124 PG 4-4-104A

JOB ORDER NUMBER (JON) UM 4400-124 PG 4-4-90

KEY AND LOCK CUSTODIAN OPNAVINST 5530.13C PARA 0206

KEY CONTROL REGISTER/LOGBOOK OPNAVINST 5530.13C PARA 0206

KEYING ALIKE OPNAVINST 5530.13C PARA 0206

KEY INVENTORIES OPNAVINST 5530.13C PARA 0206

LEVEL "A" PACKING OF WEAPONS MCO 4030.16F
TI 8005-34/18A

LICENSING FOR ORDNANCE VEHICLES . . MCO 8400.6

LM2 REPORT UM 4790-5 PARA 17.3.4
UM 4790-5 PARA 17.3.8 W/CH1

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APPENDIX P

LM2 (ADD, CHANGE, DELETE). UM 4790-5 PARA 7.3.D
UM 4790-5 PARA 24.3.B

LOADED UNIT ALLOWANCE FILE (LUAF). . UM 4400-124 PG 3-2-3 W/CH1-4

LOAD TESTING MCO P11262.2A

LOCAL RECORDS DISCOURAGED. TM 4700-15/1H PG 1-4

LOCAL TAM CONTROL NUMBERS. UM 4400-124 PG 3-2-4 W/CH1

LOCKING DEVICES AND SEALS. OPNAVINST 5530.13C APP D

LOCKS. OPNAVINST 5530.13C PARA 0403

LIMITED TECHNICAL INSPECTION (LTI) . MCO P4790.2C PARA 3007

MAINTENANCE CATEGORIES MCO P4790.1B PARA 2002
MCO P4790.2C PARA 1000.2.D

MAINTENANCE ECHELONS MCO P4790.1B PARA 2003
MCO P4790.2C PARA 1000.2.D

MAINTENANCE OPERATIONS MCWP 4-11.4

MAINTENANCE PHASES MCO P4790.2C PARA 3001

MAINTENANCE PRODUCTION MCO P4790.2C APPEN F

MAINT MANAGEMENT FUNCTIONAL AREAS. . MCO P4790.2C PARA 1004.3.E

MAXIMUM MAINT CYCLE TIME MCO P4790.2C PARA 3003.5.B&C

MECHANIZED ALLOWANCE LIST (MAL). . . UM 4400.124 PARA 3-2-5 W/CH1

MEMORANDUM FOR THE RECORD. FMFM 3-1 PG 255

MIMMS, GENERAL PROCEDURES. MCO P4790.1B PARA 3000

MIMMS, HISTORY UM 4790-5 PARA 2.6

MIMMS OUTPUT REPORTS UM 4790-5 PARA 2.10.4.1
UM 4790-5 CHAP 17

MIMMS TRANSACTIONS UM 4790-5 CHAP 6

MISSION ESSENTIAL EQUIPMENT (PACING) MCO 4400.16G PARA 2.F W/CH1
MCO 3000.11C PARA 6.B

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APPENDIX P

MISSION STATEMENT, UNIT. T/O COVER PAGE

MISSING LOST STOLEN RECOVERED (MLSR) MCO P4400.150E PARA 2013
MCO 4340.1A

MODIFICATIONS. MCO P4790.2C PARA 3004
TM 4700-15/1H PG 2-5-1

MODIFICATION OF ALLOWANCE (MOA). . . MCO 4400.172A ENCL 3

NAVMC 1018 INSPECTION REPAIR TAG . . TM 4700-15/1H PG 2-9-1

NAVMC 10245 EQUIPMENT REPAIR ORDER . TM 4700-15/1H PG 2-2-1

NAVMC 10359 ECR CARD UM 4400.124 PG 3-6-70 W/CH1

NAVMC 10392 ORD VEH ACCEPTANCE . . . TM 4700-15/1H PG 5-3-1

NAVMC 10393 ORD VEH DAILY LOG. . . . TM 4700-15/1H PG 5-4-1

NAVMC 10394 ORD VEH MONTHLY LOG. . . TM 4700-15/1H PG 5-6-1

NAVMC 10398 ORD VEH SERVICE RECORD . TM 4700-15/1H PG 5-7-1

NAVMC 10401 ORD VEH REBUILT RECORD . TM 4700-15/1H PG 5-7-1

NAVMC 10520 WEAPON CUSTODY RECEIPT . TM 4700-15/1H PG 7-4-1
UM 4400-124 PG 3-2-11, 3-2-26 W/CH1

NAVMC 10558 WEAPON RECORD BOOK . . . TM 4700-15/1H PG 7-2-1

NAVMC 10561 PREVENTIVE MAINT ROSTER. TM 4700-15/1H PG 2-4-1

NAVMC 10576 IMR. TM 4700-15/1H PG 7-3-1

NAVMC 10925 EROSL. UM 4400.124 PG 3-9-5 W/CH1
TM 4700-15/1H PG 2-3-1

NAVMC 11054 MOD CONTROL RECORD . . . TM 4700-15/1H PG 2-5-1

NAVMC 11186 CREW SERVED WPNS CARD. . TM 4700-15/1H PG 7-5-1

NMCM MCO P4790.2C PARA 1000.2.I.1

NMCS MCO P4790.2C PARA 1000.2.I.2
UM 4400-124 PG 4.2.2

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OPERATOR MANUALS TI-8005-15/21A

OVERFLOW MAINTENANCE MCO P4790.2C PARA 3003.6

PHRASE CODES UM 4400-124 PG 4-4-11 W/CH1

PREVENTIVE MAINTENANCE MCO P4790.10B PG 3-11

POINT PAPER. FMFM 3-1 PG 253

POSITION PAPER FMFM 3-1 PG 251

PQDR MCO 4855.10B
TM 4700-15/1H PG 2-13

PRE-EXPENDED BIN (PEB) MCO P4790.2C PARA 2004.7
MCO P4400.150E PARA 5018

PRIORITY MCO 4400.16G ENCL 1 PARA 5.A
W/CH1-3

PRIVATELY OWNED WEAPONS/AMMO STORAGE OPNAVINST 5530.13C PARA 0110

PUBLICATION, CHANGES, NAVMC 10772. . MCO P4790.2C PARA 2008.3
MCO P5215.17C, PARA 6000
TM 4700-15/1H PG 2-23-1

PUBLICATION CONTROL. MCO P4790.2C PARA
1004.3.E.4, & 2008
MCO P4790.2C APPEN B
MCO P5600.31G PARA 3200
W/CH1-2
PLMS USER'S MANUAL

PUBLICATION ORDERING MCO P5600.31G PARA 3200
UM MCPDS 5605

PURPOSE CODES. UM 4400-124 PG 4-4-129

RECOVERABLE ITEMS PROGRAM. MCO P4400.82F PARA 5000
W/CH1

RECONCILIATION MCO P4790.2C PARA 2004.3
W/CH1
MCO P4790.2C APPEN C W/CH1
UM 4400-124 5.1.3.A W/CH1-4

RECOVERABILITY CODES UM 4400-124 PG 4-4-130

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REPAIR PARTS MCO P4790.2C PARA 2004
W/CH1

RESPONSIBLE OFFICERS MCO P4400.150E PARA
1003.1.B.2 W/ERRAT CH1-2
MCO P4400.150E PARA 2003

REQUIRED DELIVERY DATE (RDD) MCO 4400.16G PARA 8.B W/CH
1-3 MCO 4400.16G TABLE 1-2
UM 4400-124 PG 4-4-141
W/CH1-4

RESTRICTED AREA POSTING. OPNAVINST 5530.13C PARA 0207

RIFLE RACKS, LOCKS, CHAINS OPNAVINST 5530.13C PARA 0301

RM4 REMARKS. MCO 3000.11C PARA 14

SECONDARY REPAIRABLE PROGRAM MCO P4400.82F PARA 8000
W/CH1 UM 4400-123 PG 3-14-5
VOL2 W/CH1 UM 4400-123 PG 3-
14-8

SECURITY RISK CATEGORIES OPNAVINST 5530.13C APP A

SECURITY FORCE PERSONNEL SCREENING . OPNAVINST 5530.13C PARA 0202

SELECTIVE INTERCHANGE. MCO P4790.2C PARA 1003.J

SERIALIZED CONTROL OF SMALL ARMS . . MCO 8300.1

SERIALIZED INVENTORIES OPNAVINST 5530.13C PARA 0503

SERVICE LIFE EXTENSION PROGRAM . . . MCO 4400.194 PARA 2.B.2

SHOP SECTION CODES UM 4790-5 PARA 24.5 W/CH1

SORTS. MCO 3000.11C PARA 5
MCO P3000.13C

STANDARD SUBJECT ID CODES. SECNAVINST 5210.11D

STATUS CODES UM 4400-124 PG 4-4-147
W/CH1-4

STORES ACCOUNT CODES (SAC) MCO P4400.150E PARA 9001.6.H
UM 4400-124 PG 4-4-156
W/CH1-4

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SUPPLY SUPPORT MCO P4790.2C PARA 1004.3.E.7

TALKING PAPER. FMFM 3-1 PG 254

TECHNICAL PUBLICATIONS MCO P5215.17C

TMDE MCO P4790.2C PARA 2005 W/CH1

TOOL CONTROL (SL-3). MCO P4790.2C APPEN D.1&3
MCO P4400.150E PARA 2011
W/ERRAT CH1-2 TM 4700-15/1H
PG 2-6-1 SL-3/TM-10

TRAINING, MAINTENANCE. MCO P4790.2C PARA
2003.2 W/CH1

TRIGGER PULL MEASUREMENT TI 8005-24/20D

TURNOVER FOLDERS MCO P4790.2C PARA 1005.2

UNFUNDED DEFICIENCIES. MCO P4400.150E PARA 2011.3A

URGENCY OF NEED DESIGNATOR (PRI) . . MCO 4400.16G PARA 4
UM 4400-124 PG 4-4-117
W/CH1-4

VALIDATION MCO P4790.2C APPEN W/CH1

WAVIERS AND EXCEPTIONS, ARMORY . . . OPNAVINST 5530.13C PARA 0103

WEAPONS PARTS SECURITY OPNAVINST 5530.13C PARA 0304

WEEKLY MAINT EXCEPTION REPORT. . . . UM 4790-5 PARA 17.3.10 W/CH1

WEEKLY OWNING UNIT TAM REPORT. . . . UM 4790-5 PARA 17.3.13 W/CH1

WIR (RECOVERY ITEMS REPORT). MCO P4400.82F PARA 5009

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MARFORRES ORDNANCE CHECKLIST

MAINTENANCE ADMINISTRATION

1. Is the current MMSOP available to commodity personnel and are they familiar with the contents? (MCO P4790.2_, par 1004.4 & par & App A, par 2.b)

YES _____ NO _____ N/A _____

2. Have Turnover Folders/Desk-Top Procedures been prepared for each billet involving administrative and management functions? (MCO P4790.2_, par 1005; ForO P4790.3_, par 1003.5)

YES _____ NO _____ N/A _____

3. Does the Commodity Manager's Turnover Folder contain the minimum eleven required statements. (MCO P4790.2_ , par 1005.2; ForO P4790.3_, par 1003.3)

YES _____ NO _____ N/A _____

4. Do Desk-Top Procedures contain the minimum required items? (MCO P4790.2_, par 1005.1b; ForO P4790.3_, 1003.2)

YES _____ NO _____ N/A _____

5. Has an active component armorer/weapons custodian been appointed, in writing, by the Commanding Officer? (MCO P4790.2_, App A, par 2003.3 ; ForO P4790.3_, par 2003.2)

YES _____ NO _____ N/A _____

6. Has the Commanding Officer (Battalion/Squadron level) appointed, in writing, an Officer, Staff NCO, or qualified armorer (Primary MOS 2111) to serve as the Witnessing Officer for the issue and recovery of individual weapons and sign the "INSPECTING OFFICERS" block on the NAVMC 10576. (TM 4700-15/1_, par 7-3.b; UM 4400.124 pg. 3-2-10)

YES _____ NO _____ N/A _____

7. Are Memorandum Receipt for Individual Weapons and Accessories (NAVMC 10576) being properly completed and maintained on issued weapons and accessories. (TM 4700-15/1_, par 7-3; UM 4400.124_ pg. 3-2-10 & 3-2-11 & 3-2-28 Fig 3-10)

YES _____ NO _____ N/A _____

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8. Has the Commanding Officer (Battalion/Squadron level) authorized, in writing, an Officer or Staff Non-Commissioned Officer to sign Ordnance Custody Receipt Cards (NAVMC 10520) and control blank 10520's. (TM 4700-15/1_, par 7-4.b; UM 4400.124 pg. 3-2-10 & 3-2-11)

YES _____ NO _____ N/A _____

9. Are Ordnance Custody Receipts Cards (NAVMC 10520) being properly completed. (TM 4700-15/1_, par 7-4)

YES _____ NO _____ N/A _____

10. Has the Commanding Officer designated, in writing, crew served weapons teams? (TM 4700-15/1_, par 7-5.b)

YES _____ NO _____ N/A _____

11. Are Crew Served Weapons Cards (NAVMC 11186) being properly completed and maintained as required for all crew served weapons. (TM 4700-15/1_, par 7-5)

YES _____ NO _____ N/A _____

12. Are Equipment Custody Records (NAVMC 10359) being properly completed and maintained on equipment that was temporarily loaned. (UM 4400.124_, pg. 3-6-32 through 3-6-70, Fig 3-50)

YES _____ NO _____ N/A _____

13. Are Inspection/Repair Tags (NAVMC 1018) being completed properly. (TM 4700-15/1_, par 2-9)

YES _____ NO _____ N/A _____

14. Are maintenance personnel familiar with the Product Quality Deficiency Report (PQDR) program and it's application or composition. (MCO 4855.10_; TM 4700-15/1_, par 2-13; ForO P4790.3_, par 5007)

YES _____ NO _____ N/A _____

15. Are standardized procedures established for the timely submission of Product Quality Deficiency Reports (PQDR's)? (MCO P4790.2_, par 1004.3(3)b)

YES _____ NO _____ N/A _____

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SECURITY

1. Has a Command Security Officer (CSO) been appointed, in writing, by the Commanding Officer? (MCO 5500.14, par 1008 & 1009)

YES _____ NO _____ N/A _____

2. Has an Ammunition, Arms, and Explosives (AA&E) Officer been appointed, in writing, by the Commanding Officer? (OPNAVINST 5530.13_, par 0505; ALMARS 052/00 & 220/00).

YES _____ NO _____ N/A _____

3. Are issues and recovery of weapons accomplished with adequate control measures, security and records? (TM 4700-15/1_, par 7-3, 7-4 & 7-5)

YES _____ NO _____ N/A _____

4. Has an Armory Key and Lock Custodian been appointed, in writing, by the Commanding Officer? (OPNAVINST 5530.13_, par 0206.2; MCO P5530.14, par 3007)

YES _____ NO _____ N/A _____

5. Are the armory keys stored in an approved container, separately from all other facility keys? (OPNAVINST 5530.13_, par 0206b & 0206c)

YES _____ NO _____ N/A _____

6. Is a key control register being properly maintained to ensure continuous administrative accountability for keys? (OPNAVINST 5530.13_, par 0206h)

YES _____ NO _____ N/A _____

7. Does the armorer/weapons custodian maintain the armory keys on his/her person during the work day? (OPNAVINST 5530.13_, par 0206c)

YES _____ NO _____ N/A _____

8. Does the Armory Key & Lock Custodian inventory all keys and locks semiannually and retain inventory records for one year? (OPNAVINST 5530.13_, par 0206g)

YES _____ NO _____ N/A _____

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9. Is an Unaccompanied/Accompanied Access list maintained within the armory? (OPNAVINST 5530.13_, paragraph 0305, 0407 & 0914)

YES _____ NO _____ N/A _____

10. Do records show that all personnel with armory/security duties have successfully qualified within the last 12 months? (OPNAVINST 5530.13_, 0202g)

YES _____ NO _____ N/A _____

11. Have all personnel with armory/security duties certified their understanding of the use of Deadly Force during the previous three months, and is this statement filed in their training folder? (OPNAVINST 5530.13_, par 0202h; MCO 5500.6_, par 8, 9, 11 & 12)

YES _____ NO _____ N/A _____

12. Have all personnel with armory/security duties certified their understanding of Loading & Clearing Procedures during the previous three months, and is this statement filed in their training folder? (MCO 5500.6_, par 12)

YES _____ NO _____ N/A _____

13. Have all personnel with armory/security duties been initially screened and re-screened annually to ensure they have records indicating maturity, good judgment and trustworthiness, and has the proper unit diary code been entered into the Marine Corps Total Force System? (OPNAVINST 5530.13_, par 0202k, 0303.o, and ALMARS 052/00 and 220/00)

YES _____ NO _____ N/A _____

14. Are all personnel requiring access to the armory, not on the unaccompanied access roster, properly authorized, escorted, and logged in? (OPNAVINST 5530.13_, par 0305, 0405 & 0914; MCO P5530.14, par 3005)

YES _____ NO _____ N/A _____

15. Are daily sight counts conducted properly and are the records maintained for at least three years? (OPNAVINST 5530.13_, par 0503a(1))

YES _____ NO _____ N/A _____

16. Is the monthly-serialized inventory of all small arms conducted properly and are records maintained for at least three years? (OPNAVINST 5530.13_, par 0503a(1); MCO P4400.150_, par 2006)

YES _____ NO _____ N/A _____

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17. Are local security surveys being conducted by the Command Security Officer (CSO) at least every twelve months, and does the unit maintain records of the 3 most recent surveys? (OPNAVINST 5530.13_, par 0208; MCO P5530.14, par 3001)

YES _____ NO _____ N/A _____

18. Is the main armory door combination changed or high security lock rotated annually, upon change of responsible personnel, after an attempted or successful force entry, or if the combination/key is compromised or lost? (SECNAV 5510.36, par 10-12)

YES _____ NO _____ N/A _____

19. Has corrective action been initiated on previously identified security deficiencies or has a waiver/exception from higher authority been initiated/approved? (OPNAVINST 5530.13_, par 0208 & 0103; MCO P5530.14, par 1012)

YES _____ NO _____ N/A _____

20. Are certificates of limited demilitarization of AA&E items on file and are the items loaded on property records and afforded proper security? (OPNAVINST 5530.13_, par 0507; MCO 8300.1_, par 7e(5)(f); DOD 4160.21-M-1)

YES _____ NO _____ N/A _____

21. Has the Commanding Officer established, in writing, all areas under his/her control that are designated as restricted areas and what level the restricted area is. (MCO 5500.14, par 3005.1)

YES _____ NO _____ N/A _____

21. Are personally owned weapons stored in the armory kept in a separate rack/container than government AA&E, and are they accounted for separately from the daily sight count. (OPNAVINST 5530.13_, 0110)

YES _____ NO _____ N/A _____

TRAINING

1. Are ordnance personnel assigned to the unit working within their primary MOS. (MCO P1200.7)

YES _____ NO _____ N/A _____

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2. Does the commodity manager maintain current Individual Training Standards (ITS), paper or electronic copy, for Military Occupational Specialties (MOS) under his/her cognizance? (MCO 1510.34_, MCO 1553.3, MCRP 3-0B, pg 6-8 and applicable ITS orders)

YES _____ NO _____ N/A _____

3. Does the commodity manager and the MMO/MMC schedule and coordinate an effective maintenance/maintenance management training program? (MCO P4790.2_, par 1004.3.f(7) & 2003.2; MCO P1510 series (MOS ITS); MCRP 3-0A, Ch 5; MCRP 3-0B, App B)

YES _____ NO _____ N/A _____

4. Do the Individual Training Records (ITRs) document Mastery/Non-Mastery of individual tasks based upon the METL and utilizing the ITSS/MATMEP standards? (MCO 1553.3, Encl 1; MCRP 3-0A, Ch 5; MCRP 3-0B, App B)

YES _____ NO _____ N/A _____

MAINTENANCE TRACKING/MIMMS REPORTING

1. Is the current listing of readiness reportable items, MCBul 3000 on hand and is it used to report ground equipment status? (MCO 3000.11_, par 13 & 16.e; TM 4700-15/1_, par 2-2.d(22); MCBul 3000)

YES _____ NO _____ N/A _____

2. Are items of equipment added to or deleted from deadline as appropriate? (MCO P4790.2_, par 1000.2.g(1) & App G par 2)

YES _____ NO _____ N/A _____

3. Do commodity personnel use an Equipment Repair Order (ERO) in all instances where either repair parts or resources are required in the performance of requested maintenance? (TM 4700-15/1_, par 2-2.a(1))

YES _____ NO _____ N/A _____

4. Are procedures established to ensure that all MIMMS output reports are validated and required corrective action initiated in the commodities? (MCO P4790.2_, App C)

YES _____ NO _____ N/A _____

5. Does a comparison of the MIMMS reports matched against the source data, (ERO/EROSL) indicate that unit personnel are effectively validating/reconciling information as required? (MCO P4790.2_, App C)

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& G; MCO P4400.150_, par 3001.6; MCO 4400.16_; TM 4700-15/1_, par 2-2; UM 4790-5, Ch 24)

YES _____ NO _____ N/A _____

6. Are Deadlined Control Dates (DCDs) assigned to Category Code M EROs (and Category P EROs when deadlined)? (TM 4700-15/1_, par 2-2.d(9))

YES _____ NO _____ N/A _____

7. Are Priority Designators properly assigned? (MCO 4400.16_; MCO P4400.150_, par 3001.5)

YES _____ NO _____ N/A _____

8. Do Job Status Codes, and Defect Codes accurately reflect the current status of the equipment? (TM 4700-15/1_, par 2-2.d(18), 2-2.d(22), 2-2.d(23), 2-2.f; UM 4790-5, Cha 24).

YES _____ NO _____ N/A _____

9. Do equipment serial numbers on Equipment Records, EROs, MIMMS-AIS, and unit property records agree? (UM 4400-124, Part III, Sect 2, par 2.6 & 2.14; TM 4700-15/1_, par 2-2.d(11))

YES _____ NO _____ N/A _____

10. Does equipment in a "Unit Recall" status have valid parts requisitions? (TM 4700-15/1_, par 2-2.f(3); UM 4790-5, Cha 24, pg 7 (Code 24))

YES _____ NO _____ N/A _____

11. Does the unit understand and comply with the policy that principal end items (Class VII) will not be submitted in batch for PMCS, CM, or urgent modification application when the modification places the equipment in a not mission capable status. (TM 4700-15/1_, par 2-2(f)(4))

YES _____ NO _____ N/A _____

SUPPLY SUPPORT

1. Are repair parts placed on requisition as soon as possible after the requirement is identified and consistent with the urgency of need for the repair part? (MCO P4790.2_, par 2004.1; MCO 4400.16_, Encl (1))

YES _____ NO _____ N/A _____

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2. Are EROSLs for repair parts assigned priorities commensurate with the ERO? (MCO P4790.2_, par 2004.2; MCO 4400.16_, Encl (1))

YES _____ NO _____ N/A _____

3. Does the commodity enter the correct NMCS/ANMCS indicator on the "4 parts" transaction as required during initial preparation of the EROSL and are they properly assigned? (MCO 4400.16_; TM 4700-15/1_, par 2-3.(2)1)

YES _____ NO _____ N/A _____

4. Are EROSLs properly annotated when parts are received are from supply and issued from the ERO parts bin? (MCO P4790.2_, par 2004.4.d, e, f, & App C; TM 4700-15/1_, par 2-3.e)

YES _____ NO _____ N/A _____

5. Are proper reconciliation being conducted between the commodities and supply? (MCO P4790.2_, par 2004.3 & App C; UM 4400-124, Part III, Sect 5, par 5.1.3; TM 4700-15/1_, par 2-3c.(2)& 2-3.e(2), ForO P4790.3), par 3006)

YES _____ NO _____ N/A _____

6. Is a validation of the ERO, EROSL, and layettes properly conducted? (MCO P4790.2_, par 2004.4 & App C; MCO P4400.150_, par 3001.6, ForO P4790.3_, par 3006)

YES _____ NO _____ N/A _____

7. Can repair parts/assemblies held in maintenance facilities be identified with a pending ERO or authorized pre-expended bin (PEB)? (MCO P4790.2_, par 2004 & App C)

YES _____ NO _____ N/A _____

8. Has the unit commander approved PEB items, in writing, and are they stocked in accordance with current stockage criteria? (MCO P4400.150_, par 5018; MCO P4790.2_, par 2004.7)

YES _____ NO _____ N/A _____

9. Are broken unit of issue items maintained properly? (MCO P4400.150_, par 5018)

YES _____ NO _____ N/A _____

10. Is an automated or manual reparable issue point (RIP) catalog available at the commodity level and are backorders validated during

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the biweekly reconciliation? (MCO P4790.2_, par 3003.4b, App C, par 2(d); UM-4400-123 Part III, Sect 14, par 14.5.c.)

YES _____ NO _____ N/A _____

PREVENTIVE MAINTENANCE

1. Are preventive maintenance checks and services (PMCS) scheduled on a NAVMC 10561 (PMCS Roster), evenly distributed, and performed in accordance with applicable equipment technical manuals (TMs) as required? (B,A,S,Q,P) (MCO P4790.2_, par 3002; TM 4700-15/1_, par 2-4 & par 7-1(4); ForO P4790.3_, par 2005.4)

YES _____ NO _____ N/A _____

2. Is equipment with more than one TAMCN concurrently scheduled with a line skipped between different types of equipment on the PMCS Roster NAVMC 10561. (TM-4700-15/1_, par 2-4.c(1)b)

YES _____ NO _____ N/A _____

3. In the REMARKS block is there any justification for any PMCS completed during a month other than originally scheduled on the PMCS Roster NAVMC 10561. (TM-4700-15/1_, par 2-4.c(4); ForO P4790.3_, par 2005.4)

YES _____ NO _____ N/A _____

4. Are borescope and pullover gauge services performed at the required intervals and are the results correctly annotated in the associated Weapons Record Book? (NAVMC 10558/10558a) (TM 4700-15/1_, par 7-2.d(3)(c) and (d); TM 9-1000-202-14).

YES _____ NO _____ N/A _____

5. Is a Load test/Annual Condition Inspection (ACI) of cranes/aerial personnel devices and other load lifting equipment accomplished and is required certifications/documentation on file? (MCO P11262.2_, par 2005; TM 4700-15/1_, par 4-2)

YES _____ NO _____ N/A _____

6. Is the required certification data indicating the test status of the load lifting equipment stenciled on the equipment? (MCO P11262.2_, par 1001.11)

YES _____ NO _____ N/A _____

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7. Has the commodity enrolled all applicable equipment in the Joint Oil Analysis Program (JOAP) and does an examination of JOAP records indicate effective use of the program? (MCO 4731.1_; TI 4731-14/1_; TM 4700-15/1_, par 2-10, 2-11, & 2-12)

YES _____ NO _____ N/A _____

CORRECTIVE MAINTENANCE

1. During the Acceptance Inspection, are items and equipment records properly inspected? (MCO P4790.2_, par 3001.1.a(1))

YES _____ NO _____ N/A _____

2. Are the criteria and principles for determining the eligibility of economical repair being complied with? (MCO 4710.8_; and MCO P4790.2_, par 3001.3.c(2) (a))

YES _____ NO _____ N/A _____

3. Does an examination of equipment indicate that all CM requirements have been identified and repair action initiated? (MCO P4790.2_, par 3001.2.a, 3001.3.a, 3002.3.c, 3002.14.c, & 3003)

YES _____ NO _____ N/A _____

4. Is CM performed in accordance with applicable equipment TMs and in consonance with the echelon of maintenance authorized for the unit? (MCO P4790.2_, par 1003.1g & 3003; current Table of Organization (T/O))

YES _____ NO _____ N/A _____

5. When the lack of an SL-3/TM-10 component causes an item to be deadlined, is that component ordered under a category code M or P ERO? (MCO P4790.2_, App C par 2.a(2); TM 4700-15/1_, par 2-2.f.(12) & par 2-6 b)

YES _____ NO _____ N/A _____

6. Does the commodity have a Quality Control Inspectors assigned in writing. (MCO P4790.2_, App A, par 2003.3; ForO P4790.3_, par 5006)

YES _____ NO _____ N/A _____

7. Do the commodity Quality Control Inspectors utilize inspection standards, checklists, or templates to inspect completed maintenance actions? (MCO P4790.2_, par 3007.3)

YES _____ NO _____ N/A _____

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8. Are Contact Teams utilized where feasible? (MCO P4790.2_, par 3003.6, 3009.4 & App A; ForO P4790.3_, par 2004)

YES _____ NO _____ N/A _____

9. Is the criteria for maintenance by cannibalization or selective interchange being complied with? (MCO P4400.82_, par 5003.1d(1); MCO P4790.2_, par 1003.1J; ForO P4790.3_, par 3002.5)

YES _____ NO _____ N/A _____

TOOL CONTROL

1. Are all special tools, sets, kits, and chests, authorized, accounted for, and inventoried as required? (MCO P4400.150_, par 2011 & 2012; MCO P4790.2_, par 2004.11, 2005, & App D; UM 4400-15, Ch VI, part D, Par 06030 & 06036; ForO P4790.3_, par 3007)

YES _____ NO _____ N/A _____

2. Does the unit have Special Tool Allowances authorized in writing by the Commanding Officer for all garrison peculiar and locally fabricated tools, and are these tools properly accounted for? (MCO P4400.150_, par 2009, MCO P4790.2_, App D, par 3.c)

YES _____ NO _____ N/A _____

3. Has the unit commander established, in writing, all Using Unit Responsible Items (UURI) allowances to include both "As Required" quantities and those quantities held less than the stated quantity? (MCO P4400.150_, par 2011)

YES _____ NO _____ N/A _____

4. Are effective procedures established for the control of items issued from sets, kits, and chests (e.g., logbook, stamped tags, etc.)? (MCO P4790.2_, par 2005.2; TM-10209-10/1)

YES _____ NO _____ N/A _____

5. Are records of inventories maintained on hand for one year (12 months)? (TM 4700-15/1_, par 2-6.e)

YES _____ NO _____ N/A _____

6. Are Current SL-3 inventory extracts from technical publications properly maintained? (MCO P4790.2_, App D, par 3; ForO P4790.3_, 3007.1)

YES _____ NO _____ N/A _____

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7. Are SL-3/TM-10 components maintained in a clean and serviceable condition? (MCO P4790.2_, par 2005.4; TM-10209-10/1)

YES _____ NO _____ N/A _____

8. Are shortages of sets, kits, chests, and end item SL-3 components identified and properly requisitioned as required? (MCO P4790.2_, App D, par 3.f(2); UM 4400-15, Ch VI, Part D, Par 06030; UM 4400-124, Part III, Sect 6, par 6.1; TM 4700-15/1_, par 2-6.b; MCOP4400.150_, par 2011.3 & 2011.4)

YES _____ NO _____ N/A _____

9. All items in the units Pre-Expended Bin (PEB) had/had not been authorized in writing by the Commanding Officer/Appropriate Authority. (MCO P4790.2_, par 2004.7; UM 4400.124 pg. 3-3-5; MCO P4400.150_, par 5018)

YES _____ NO _____ N/A _____

11. The unit had/had not established a procedure for accounting and maintaining a Reorder Point (ROP) for the PEB. (MCO P4790.2_ par 2004.7; UM 4400.124 pg. 3-3-3; MCO P4400.150_, par 5018)

YES _____ NO _____ N/A _____

12. All items maintained or listed on the PEB Authorization Letter were/were not within the units authorized echelon of maintenance or within the authorized stockage criteria. (MCO P4790.2_, par.2004.7(d); MCO P4400.150_, par 5018)

YES _____ NO _____ N/A _____

MODIFICATION CONTROL

1. Has a Commodity Manager Modification Control Record (NAVMC 11053/11054) been established when required and do these records indicate that required modifications are properly applied, recorded, and reported? (MCO P4790.2_, par 3004; TM 4700-15/1_, par 2-5)

YES _____ NO _____ N/A _____

2. Does the unit ensure only CMC directed modifications are applied to Marine Corps equipment. (MCO P4790.2_ par 3004.2.d)

YES _____ NO _____ N/A _____

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PUBLICATIONS AND DIRECTIVES

1. Have procedures been established for a review of publication requirements? (MCO P4790.2_, App B; MCO P5600.31_, par 3210.2.c)

YES _____ NO _____ N/A _____

2. Is the current Catalog of Publications (NAVMC 2761), and Publications Index (SL 1-2/1-3 Microfiche/current copy of PLMS), or MCPDS available, and are they used for quarterly reconciliation of the unit's Publication Listing (PL)? (MCO P4790.2_, App B; UM-MCPDS; UM-PLMS; MCO P5600.31_, par 3210.2.c)

YES _____ NO _____ N/A _____

3. Does the commodity manage a control system which will facilitate internal distribution and retrieval of publications, and has a method been established for the identification, filing, and maintenance of publications? (MCO P5215.17_, par 1002.6; MCO P5600.31_, par 3209 & 3210.2.a; MCO P4790.2_, par 2008.1.b(1), 2008.1.c, and App B)

YES _____ NO _____ N/A _____

4. Does the commodity have sufficient quantities of publications to perform the assigned mission? (MCO P5215.17_, par 1002; NAVMC 2761; SL 1-2/SL 1-3; MCO P4790.2_, par 2008.1c & App B)

YES _____ NO _____ N/A _____

5. Does the commodity maintain/have access to NAVMC 10772s and are personnel familiar with the use and procedures involved in submission of recommended changes/corrections? (MCO P4790.2_ par 2008.3; MCO P5215.17_, par 6002; TM 4700-15/1_, par 2-23)

YES _____ NO _____ N/A _____

CALIBRATION CONTROL

1. Is the commodity complying with MCO 4733.1B for calibration of equipment? (MCO P4790.2_, par 3005; TI 4733-15/1_; ForO P4790.3_, par 2009)

YES _____ NO _____ N/A _____

2. Is all TMDE included in the commodities TMDE Calibration and Maintenance Program (CAMP)? (MCO P4790.2_, App D, par 2; TI-4733-15/1D, par 5; TM 4700-15/1_, par 2-7.c)

YES _____ NO _____ N/A _____

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3. Has a suitable system been established to control the TMDE identified to the commodities CAMP? (MCO P4790.2_, App D, par 2.e; TM 4700-15/1_, par 2-7.d)

YES _____ NO _____ N/A _____

4. Has a calibration schedule been implemented to enable the unit to maintain sufficient instruments on hand to perform its mission? (MCO 4733.1_, par 6.a; MCO P4790.2_, par 3005 & App D, par 2.d; TM 4700-15/1_, par 2-7.g(3))

YES _____ NO _____ N/A _____

5. Is TMDE requiring calibration promptly submitted? (MCO P4790.2_, par 3005 & App D; TM 4700-15/1_, par 2-7.g(1))

YES _____ NO _____ N/A _____

6. Is the commodity taking advantage of "Special Calibration" and are those items properly identified? (MCO P4790.2_, par 3005; TI 4733-15/1D; TI 4733-15/10_)

YES _____ NO _____ N/A _____

7. Is TMDE designated as "Calibration Not Required" (CNR) or "INACTIVE" maintained in a clean/complete condition and is the status validation annotated? (MCO P4790.2_, par 3005 & App D; TM 4700-15/1_, par 2-7.d, e(2), & (3))

YES _____ NO _____ N/A _____

8. Does the commodity perform an annual evaluation of all TMDE to validate correct calibration categories consistent with the unit's mission as well as to determine whether an item is required/not required? (MCO P4790.2_, par 3005.2 & App D; TM 4700-15/1_, par 2-7.c)

YES _____ NO _____ N/A _____

9. Is the commodity complying with the requirements for the Infantry Weapons Gauge Calibration Program (IWGCP)? (TI 4733-15/11_)

YES _____ NO _____ N/A _____

SAFETY/FACILITIES

1. Does a review of maintenance areas and storerooms indicate that a comprehensive, effective, and continuous safety program is in effect? (MCO P4790.2_, par 2003.7; MCO 5100.8_)

YES _____ NO _____ N/A _____

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2. Are personal protective devices available and utilized? (29 CFR part 1910.132 - 139; and MCO 5100.8_, Ch 10, par 10001.3)

YES _____ NO _____ N/A _____

3. Are safety inspections of hydraulic jacks, axle stands, ladders, overheads, and guardrails conducted and are the load capacities permanently affixed? (MCO P4790.2_, par 3006.2; MCO P11262.2_, pg 1, par 4; OSHA 1910.22, 1910.244, 1926.305)

YES _____ NO _____ N/A _____

4. Has the commodity established procedures in the event of an oil spill or other hazardous polluting substances? (MCO P5090.2_, Ch 7, par 7104, 7202, 7203, 7301, 7302, Ch 9, par 9102 & 9104)

YES _____ NO _____ N/A _____

5. Is the control, storage, and disposal of radioactive material properly conducted? (MCO P4400.150, par 5015; SI 10589A-12/6; TI 01592C-15/1_; TI 5104-15/2_)

YES _____ NO _____ N/A _____

MAINTENANCE RELATED PROGRAMS

1. Does the commodity have any equipment in either an administrative storage or administrative deadline program and if so, does the program meet established criteria? (MCO P4790.2_, par 3002.11 ; ForO P4790.3_, par 6001)

YES _____ NO _____ N/A _____

2. Has the commodity complied with the procedures outlined in the ULSS & MMSOP for the proper fielding of new equipment? (MCO 4105.4, paragraph 3.f.(5) & (6); ForO P4790.3_, par 3004)

YES _____ NO _____ N/A _____

3. Is the unit participating in the Replacement and Evacuation (R&E) program or the Inspect and Repair Only as Necessary (IROAN) program, and if so, is it properly managed? (MCO P4400.82_, Ch 6; TI-4710-14/1_; & TM-2350-50_)

YES _____ NO _____ N/A _____

4. Has a Corrosion Prevention and Control Program been implemented to inspect, clean and preserve those end items and components subjected to deteriorating effects of corrosion and wear? (MCO 4790.18; TM 4795-CD)

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YES _____ NO _____ N/A _____

5. Does the commodity have a licensing program, and if so, is it in compliance with appropriate orders and directives? (MCO 11240.66_; MCO 5110.1_; MCO 11240.106_, par 2012; TM 11240-15/3_; and TM 11275-15/4_)

YES _____ NO _____ N/A _____

6. Is the commodity taking advantage of the Common Sense Approach to Maintenance program for specific tasks that exceed the authorized echelon of maintenance? Has the unit commander authorized those tasks in writing? (MARADMIN 110/00)

YES _____ NO _____ N/A _____

ORDNANCE VEHICLE LOGBOOK

1. Were Ordnance Vehicle Logbooks stored on the vehicle at all times except during appropriate maintenance cycles or long term storage. (TM-4700-15/1_, par. 5-2 d)

YES _____ NO _____ N/A _____

2. Ordnance Vehicle Logbooks that have been lost, destroyed or damaged beyond use have been replaced/reconstructed in a timely manner and a notation placed in Logbook stating the reason for reconstruction. (TM-4700-15/1_, par 5-2 e)

YES _____ NO _____ N/A _____

3. Ordnance Vehicle Daily Logbook forms NAVMC 10393 and 10393A were located in the Ordnance Vehicle Logbook and filled out correctly. (TM-4700-15/1_, par 5-4)

YES _____ NO _____ N/A _____

4. All entries required by the Vehicle Commander were in accordance with the instructions contained on the NAVMC 10393a. (TM-4700-15/1_, par 5-4)

YES _____ NO _____ N/A _____

5. Ordnance Monthly Logbook forms NAVMC 10394 and 10394a were located in the Ordnance Vehicle Logbook and filled out correctly. (TM-4700-15/1_, par 5-5)

YES _____ NO _____ N/A _____

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6. Vehicle Commanders were making entries on the NAVMC 10394 on the last day of the month or the first working day of the following month. (TM-4700-15/1_, par 5-5)

YES _____ NO _____ N/A _____

7. Ordnance Vehicle Service Record forms NAVMC 10398 and 10398a were filled out correctly and located in the Ordnance Vehicle Logbook. (TM-4700-15/1_, par 5-6)

YES _____ NO _____ N/A _____

8. Ordnance Vehicle Overhaul Rebuild Record forms NAVMC 10401 and 10401a were located in the Ordnance Vehicle Logbook and filled out correctly. (TM-4700-15/1_, par 5-7)

YES _____ NO _____ N/A _____

9. Unit commander promulgated current directives within the command to specify required and timely inspection of the Ordnance Vehicle Logbook. (TM-4700-15/1_ pg. 5-1-1 thru 5-7-3)

YES _____ NO _____ N/A _____

10. Recovery Vehicle Commander did record the results of the Daily Crane Inspection on form NAVMC 10393. (TM-4700-15/1_, par 5-4)

YES _____ NO _____ N/A _____

11. Certification of the Load Test for Retrievers and the hook throat base dimensions for general service hooks were completed. (TM-4700-15/1_, par 2-26)

YES _____ NO _____ N/A _____

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APPENDIX R

LOCALLY FABRICATED CLEARING BARREL

